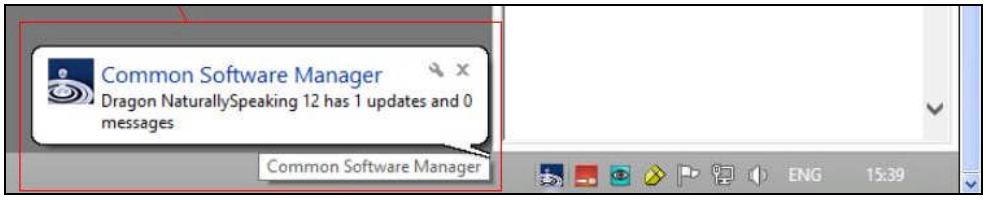
End-User Workbook

for Dragon NaturallySpeaking®
Version 12

Note:

***Closing all programs** before installing is recommended. This also applies to software updates: after downloading an update, close all programs including Dragon itself before launching the update's installation. (You may wish to start the Windows Task Manager and verify that natspeak.exe is not running; see the KnowledgeBase for details.)*



For the latest documentation, please see www.nuance.com.

- *The **Quick Card** includes important notes about **installing** Dragon and connecting your microphone, as well as reference tables for punctuation and other special characters, numeric data, and commands.*
- *Another important resource is the **User Guide**, which covers installation.*

End-User Workbook *(March 2013)*

for **Dragon NaturallySpeaking®** ***Version 12.0 and 12.5***

Unless indicated otherwise, the material in this workbook applies to all *editions* of Dragon NaturallySpeaking, and the screenshots are from the Professional edition.

This workbook assumes that Dragon NaturallySpeaking 12 is now installed on your PC.

The card that comes in the Dragon NaturallySpeaking box includes important notes about **installing** and getting started with Dragon as well as **reference tables for punctuation, numeric data and commands**. (The latest electronic version of this "Quick Start Guide" is available on the Nuance website.)

We welcome comments or questions about this workbook and *all aspects of the Help system* (including User Guide, DragonBar's Help menu, Tutorial and Interactive Tutorial, Tip of the Day, Sidebar, Accuracy Center and Performance Assistant). Please use the feedback form for Dragon NaturallySpeaking on the Nuance website.

This workbook reflects the information available at the time of publishing. Nuance's online **Knowledge Base** contains the latest information written by Technical Support. Also online are the latest printable **documentation** and listings of microphones, recorders, and other **hardware** tested for use with Dragon.

The Nuance website (www.nuance.com/dragon as well as australia.nuance.com/dragon, newzealand.nuance.com/dragon, and www.nuance.co.uk/dragon) offers many other resources including tips, videos, **Customer Service** information, and a **feature matrix** of Dragon's editions.

The website also lists Value-Added Resellers who provide support, **training and customization services** in person or remotely. These Nuance partners can address *your* environment, equipment, goals and needs. This is particularly efficient for very busy people, for people new to computers, for children, and in case of issues with hearing, vision, mobility and dyslexia.

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Part number: 50-K61A-23010

Goals and Prerequisites

Dragon NaturallySpeaking lets you *speak naturally* to perform actions such as creating or editing documents, using e-mail, finding online maps, news, images, and more. By reducing keyboard and mouse usage, you can gain productivity AND avoid physical strain (on wrists, shoulders, neck, eyes…)

"Speaking to" your computer may feel strange at first. Be patient with yourself! This workbook aims to efficiently present what an end-user should know (the resources in Dragon's Help menu and on www.nuance.com contain many details). This includes **how to**:

"Type by voice" efficiently, which includes:

- Dictating *anything:* punctuation marks, prices, dates, URLs, phone license plate numbers, abbreviations, acronyms, Roman numerals, etc.
- Personalizing the Vocabulary with custom words and phrases, pronunciations, capitalization properties and more, so that Dragon can transcribe exactly what you want even if what you said could be written in different ways.
- **Correcting Dragon's errors** so that it can learn from them.
- Formatting, editing, and revising text (whether or not the text was created by voice).
- And, in *editions Premium and higher*: creating **custom commands** to insert boilerplate text and/or graphics.

"**Command and control**" your computer by voice, which includes:

- Saying commands to use the Internet and e-mail, search your computer, open programs, click menus and buttons, close or minimize windows, switch between windows, etc.
- "Voice-pressing" a key (or key combination) on your keyboard.

Efficiency and Hands-Free Usage

We strongly recommend *going through this workbook in order*. (But if you used Dragon in the past, you may wish to read the What's New section first.)

When a lesson directs you to click an item (button, menu…), feel free to instead use your voice, or keyboard shortcuts (underlined letters, Tab, spacebar…).

If hands-free usage is important to you, start by reading the lesson **Controlling the Operating System and Applications** and see the Help about Dragon's ***MouseGrid*** and commands for **moving, clicking, and dragging** the mouse**.**

IMPORTANT: Starting the ***Microphone Check*** *wizard* or the ***Interactive Tutorial*** automatically **turns off Dragon's microphone**, which means a manual action is then needed to resume using Dragon. If this is a concern for you, we recommend having someone present when you create or upgrade a profile, or use the Interactive Tutorial or the Microphone Check.

To perform the exercises in this workbook, you should have basic familiarity with:

- Using Microsoft® Windows® to start or exit applications, open or save files, maximize windows, close dialog boxes, copy or move items, browse to folders, cut and paste, etc.
- Simple word-processing concepts such as bullets, font size and font style, bolding and italicizing, right-aligning and centering.

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Getting Started and Creating a User Profile

Dragon NaturallySpeaking is *speaker-dependent* software. It relies on information specific to you, including **what words and phrases you use often, how you sound**, **what audio device you use, and what software settings you have**. It stores this data in a set of files, referred to collectively as your "user profile" or just "profile."

Each person who uses Dragon must have his or her own profile. Your profile is very important. The more personalized it is, the better your experience will be. To have the best possible start, it's worth creating your profile carefully (or upgrading it from a previous version of Dragon). As you will see later, there are many ways for your profile to be refined over time.

This lesson will cover creating (or upgrading) a user profile. But first, let's address what Dragon needs in order to get good audio input from you. Here are important notes about placing your microphone and connecting it to your computer.

Positioning and connecting your microphone

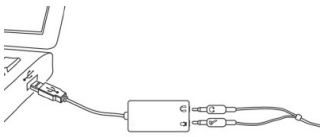
If using a headset, adjust it so that it feels stable and comfortable on your head (it should not press your temple or glasses). The microphone's listening side must **face the side** of your mouth (not the front). It must not touch facial hair or catch **breathing sounds**. (On standard headsets, bend the "boom" if needed.)

Most headset models can be rotated, so you can place the microphone on either the left or the right side of your face.

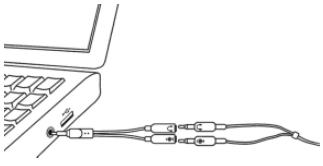
You might experiment a bit to find what works best for you. Then, whenever you use Dragon, aim for consistency in your microphone position.

IMPORTANT:

- Noise-canceling microphones only listen on one side. The listening side is often marked by a dot or the word TALK, which may not be visible unless you **lift the foam cover slightly**. Check that this side is parallel to your face, not tilted.



- If you want to bypass your computer's sound system, you can use a USB microphone, or plug your regular microphone into a USB adapter.



- If your computer has only one audio jack (socket) and you want to use a regular two-plug microphone, you must use a USB adapter or a Y-shaped adapter.

- When you plug a microphone or adapter into your PC, be sure to **push all the way** into the audio socket or USB port.
- If you want to test your microphone *independently of Dragon*, you can use **Sound Recorder**, a Windows accessory accessible from the Start menu.

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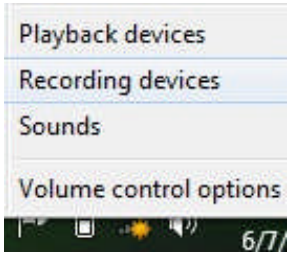
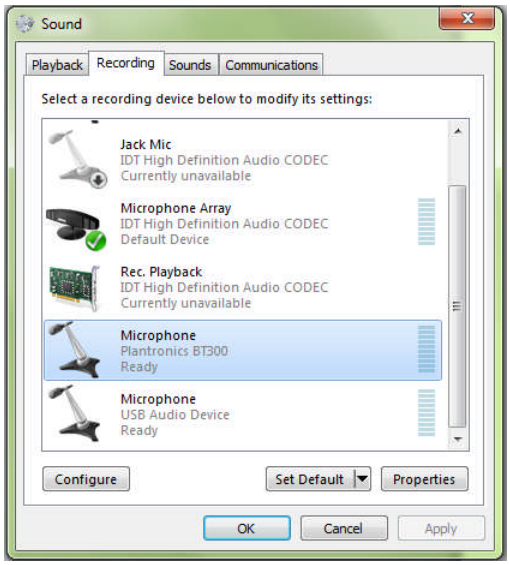
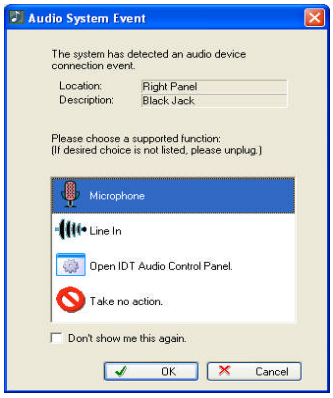
- You may also wish to check the audio settings at the level of Windows: see the “Recording devices” section of the Control Panel. (In the example illustrated here, both Bluetooth and USB are available.) This is accessible by right-clicking the loudspeaker icon on the System Tray.





- Some PCs, after you connect a microphone, automatically bring up a small window associated with this “audio system event”. (Its window may be hidden behind other windows.) Before closing this window, verify that what is highlighted on it is the **Microphone** item (and not the **Line In** item).



- If your microphone model has a **mute** switch, make sure it is in the ON position!

Important advice to remember whenever you use Dragon:

If your microphone type connects through a USB port on your computer, we recommend you *plug it in before starting Dragon*. This applies also to the **USB dongle** required to use a *Bluetooth* microphone.

If you use a Bluetooth microphone, make sure that it is not just powered up, but also active (that is, in “call mode”). On the Plantronics Calisto microphone, this is achieved by pressing the headset’s button. Please see your microphone’s user guide for details, including how to charge the headset and how to pair it with the dongle if necessary.

Upgrading one or more profiles

Dragon 12 can upgrade profiles from **Version 10 or 11**. If you have such a profile, you should upgrade it and use it in Dragon 12; this allows you to benefit from refinements you had previously made (in terms of acoustics and language model, as well as options, plus custom commands if applicable).

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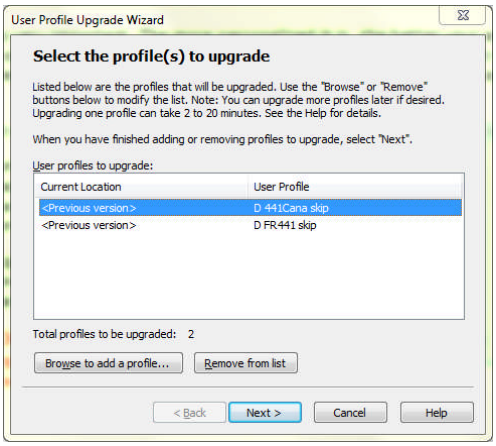
Dragon 12's Upgrade Wizard can automatically detect such profiles present on your computer. (This wizard is available any time from the Windows Start menu, under Dragon NaturallySpeaking Tools.)

The Upgrade Wizard will list all available profiles. Use its **Remove** button as needed so that only the desired one(s) appear.

If a profile you want is not in the list (for example because it is on an external disk), use the **Browse** button to designate it.

Once the list contains only the profile(s) you wish to upgrade now, click Next.


User Profile Upgrade Wizard
Select the profile(s) to upgrade
Listed below are the profiles that will be upgraded. Use the "Browse" or "Remove" buttons below to modify the list. Note: You can upgrade more profiles later if desired. Upgrading one profile can take 2 to 20 minutes. See the Help for details.
When you have finished adding or removing profiles to upgrade, select "Next".
User profiles to upgrade:
Current Location
User Profile
<Previous version>
D 441Cana skip
<Previous version>
D FR441 skip
Total profiles to be upgraded: 2
Browse to add a profile...
Remove from list
< Back
Next >
Cancel
Help

IMPORTANT: The length of the process depends on how much data there was to upgrade. After the upgrade completes, launch *Accuracy Tuning* to ensure that your profile can benefit from *all* your previous acoustic data. (See the Audio menu and Help for details).

Creating your profile (or adding an audio source)

Before you start Dragon, connect your microphone (see above). If you wish, test it by making a sample recording in Windows Sound Recorder.

The profile creation process includes indicating your microphone's type and verifying your sound system, as well as an optional step where you read aloud for a few minutes so that Dragon can start adapting its *acoustic model* to the way *you* sound.

To get started optimally, note:

- If you want to test your microphone *independently of Dragon*, you can use **Sound Recorder**, a Windows accessory accessible from the Start menu.
- Consistency matters! For best results, create your profile in your "normal" environment, with the same background noise and equipment as you will usually have when you use Dragon.
- For *editions **Premium** and higher*: If you already have a Dragon 12 profile and just want to use another type of audio input device, *add a source* to your profile instead of creating a *separate profile*. (Open the DragonBar's Profile menu and choose "**Add source to current User Profile.**" Details below.)
- For Bluetooth wireless headsets, see the Help and the manufacturer's documentation. Familiarize yourself with how to charge your microphone, power it up, turn it on (put it in "call mode"), and ensure it is paired to its USB dongle.

Step 1: **Launch Dragon** (you can double-click its desktop icon or pick it from the Start menu). If Dragon has never been used before on this PC, the *Profile Creation Wizard* will then open automatically. Otherwise, choose **New User Profile** in the DragonBar's Profile menu, then click New.

Step 2: Answer the questions presented by the wizard's screens. This includes giving your profile a name. (No need to overthink this, but you may want the name to reflect the date of creation, for instance MJones-Oct2012). Answering the age question is optional but we recommend it since it may help obtain higher accuracy. Dragon contains an acoustic model for "young voices" (pre-puberty, typically up to the age of 13).

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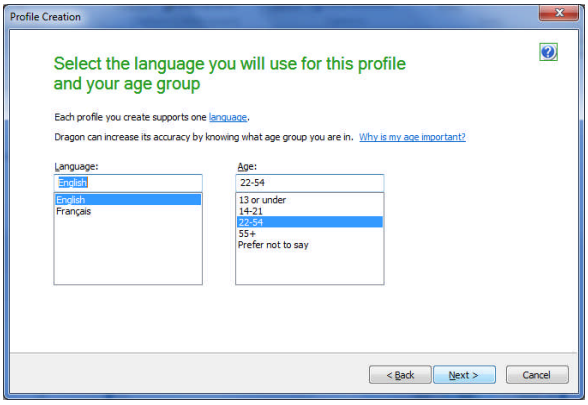
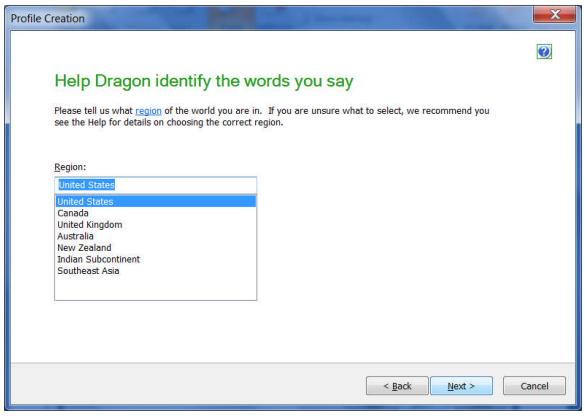


The wizard will ask you to specify a "region". Dragon will use that information to choose your profile's underlying ***Auto-Formatting*** *options* and ***Vocabulary***. For instance, this will affect whether Dragon uses the spelling "colour" instead of "color" as well as how it writes currencies or units such as lbs, $, USD and AUD (ISO currency codes).

Note: Dragon 12 has no special Vocabulary for Canada. Picking "Canada" in the Region l ist results in the same spellings as picking "United States."

TIP: Once your profile is created, you will be free to customize it, including modifying Auto-Formatting Options and ***Word Properties*** (as described in this workbook and the Help). For example, Canadian users may wish to give the word "organize" the *alternate written form "organise"*.


Profile Creation
Help Dragon identify the words you say
Please tell us what region of the world you are in. If you are unsure what to select, we recommend you see the Help for details on choosing the correct region.
Region:
United States
United States
Canada
United Kingdom
Australia
New Zealand
Indian Subcontinent
Southeast Asia
< Back
Next >
Cancel

The next screen gives you an opportunity to choose from a number of broad *accents*. If unsure which accent to pick, see the Help. Note: Dragon will later adapt to the sound of your voice, as you dictate more and more and run the Accuracy Tuning process.

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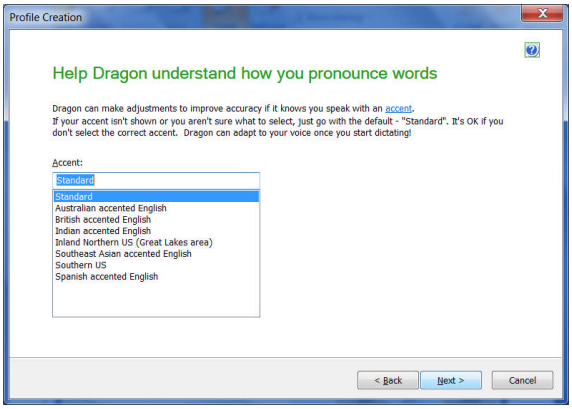
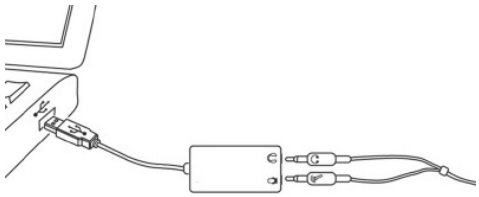

Profile Creation
Help Dragon understand how you pronounce words
Dragon can make adjustments to improve accuracy if it knows you speak with an accent.
If your accent isn't shown or you aren't sure what to select, just go with the default - "Standard". It's OK if you don't select the correct accent. Dragon can adapt to your voice once you start dictating!
Accent:
Standard
Standard
Australian accented English
British accented English
Indian accented English
Inland Northern US (Great Lakes area)
Southeast Asian accented English
Southern US
Spanish accented English
< Back
Next >
Cancel

Step 3: On the next screen, indicate which type of *audio source* you are about to use. Note: even in editions that support transcribing recordings (editions Premium and higher), we suggest starting with a microphone source type. This is because, by dictating directly to your PC, you can get used to speaking in a way that gives best results and you can personalize the vocabulary (see the next chapter), which means that once you do begin to make recordings and have Dragon transcribe them you will get better accuracy in those transcriptions.*

The default type is a microphone plugged into the **Mic-In** jack (audio input socket). *If you use a USB adapter on a standard headset*, be sure to pick the **USB** option here.



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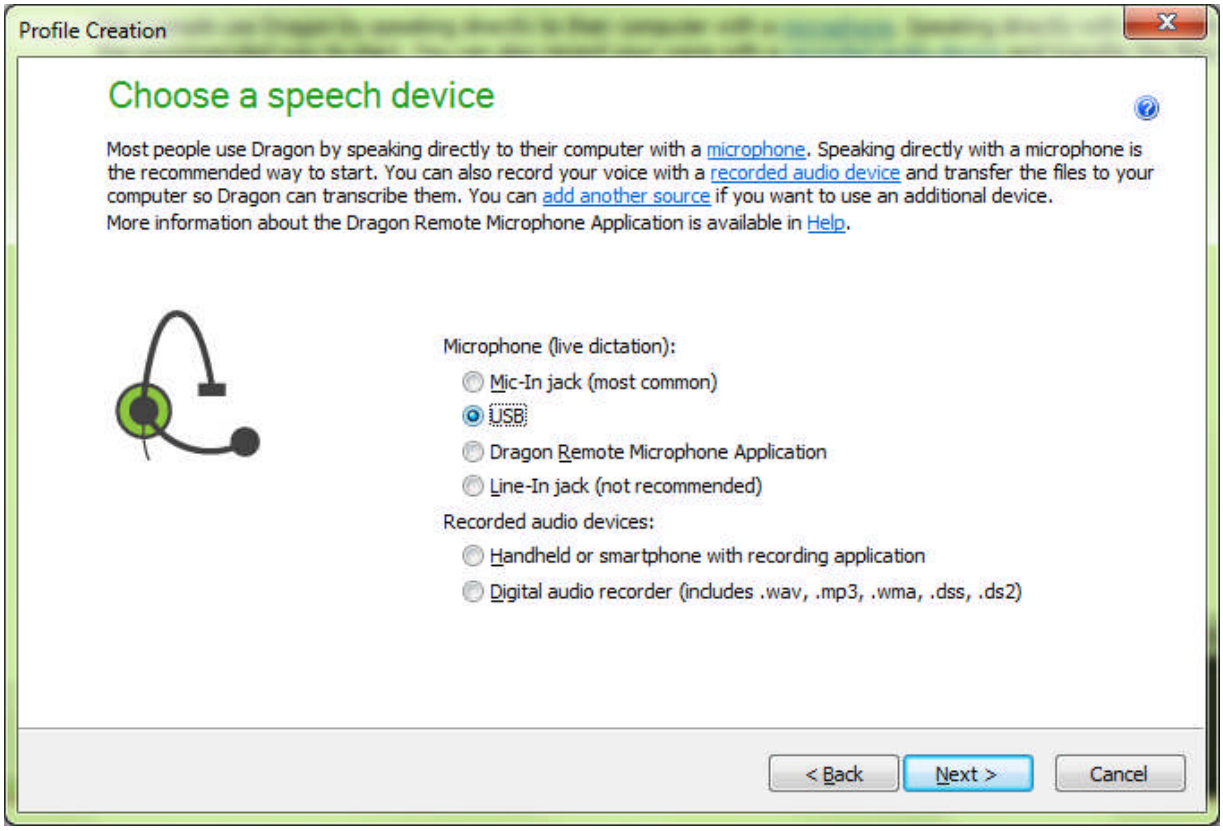
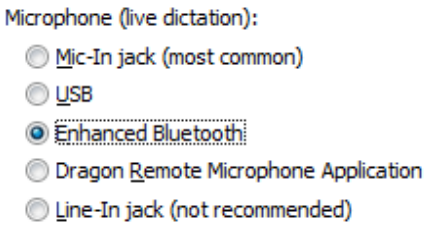

Profile Creation
Choose a speech device
Most people use Dragon by speaking directly to their computer with a microphone. Speaking directly with a microphone is the recommended way to start. You can also record your voice with a recorded audio device and transfer the files to your computer so Dragon can transcribe them. You can add another source if you want to use an additional device.
More information about the Dragon Remote Microphone Application is available in Help.
Microphone (live dictation):
Mic-In jack (most common)
USB
Dragon Remote Microphone Application
Line-In jack (not recommended)
Recorded audio devices:
Handheld or smartphone with recording application
Digital audio recorder (includes .wav, .mp3, .wma, .dss, .ds2)
< Back
Next >
Cancel

Note:

- If your PC has **only one audio socket** (like on mobile phones), you must use a USB adapter (or USB microphone) or a *Y-shaped adapter* (*"splitter"*).
- In editions Home and higher, you can use as a microphone a supported iOS or Android smartphone (or other supported device) on which you have downloaded the Dragon Remote Microphone app (see our web page: www.nuance.com/dragon/remote-microphone).
- The lower editions of Dragon do not support **all the source types.** In addition, they do not support having **multiple sources in one profile**; this means that they require you to create a profile for each source type you wish to use (for instance, one for smartphone and one for your USB microphone or standard microphone plugged into a USB adapter).
- If your edition supports Bluetooth and you *plugged your Bluetooth microphone's dongle into your PC before starting Dragon*, this screen will include a Bluetooth option ("**Enhanced Bluetooth**" for a wideband Bluetooth microphone such as the Plantronics "Calisto II" BT-300).



The Help and the Nuance website contain details for special audio sources such as Bluetooth wireless (source available in editions Premium and higher) or the Dragon Remote Microphone app for iOS and Android devices (source available in editions Home and higher in Dragon 12).

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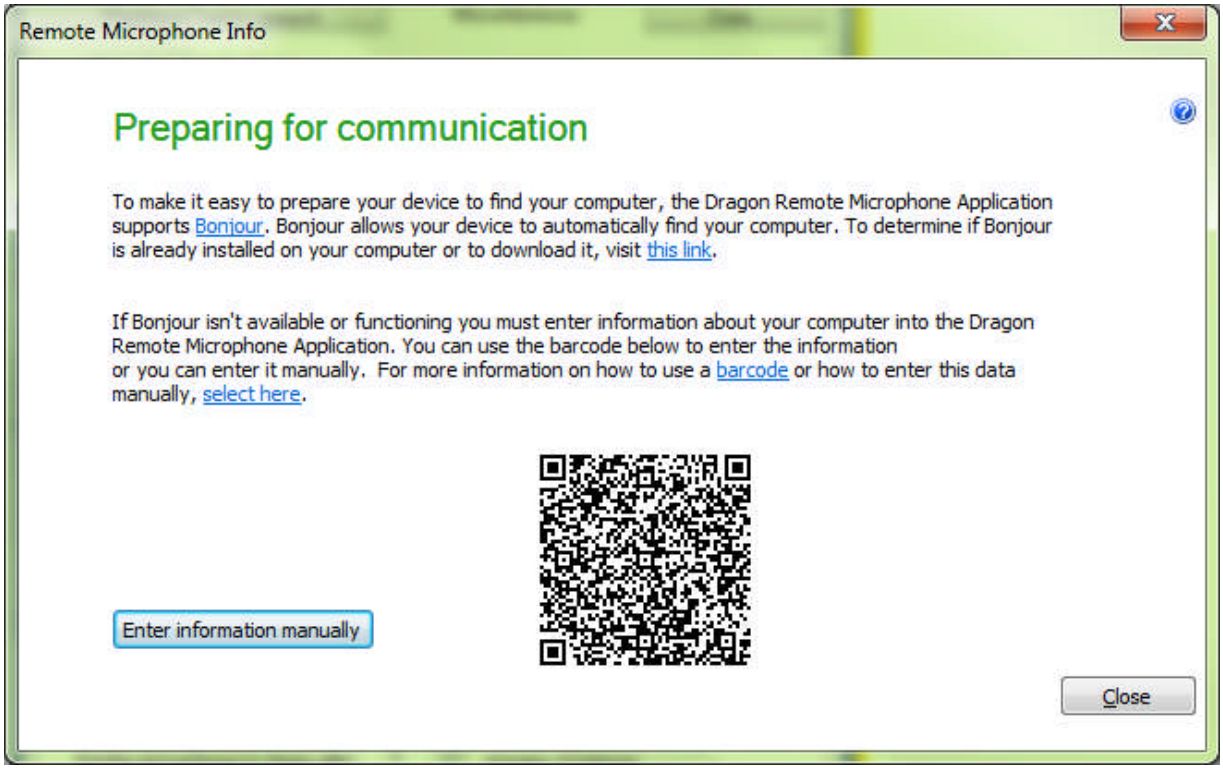
The **Hardware Compatibility List** on the Nuance website contains specifics such as the recommended settings for a particular model of microphone or recorder.

About the Dragon Remote Microphone app as source

The smartphone (or other device on which you downloaded the app) must be connected to the same Wi-Fi network as the PC on which you use it with Dragon.

When you set up the Remote Microphone app on a supported Android or iOS device, Dragon offers a barcode (QR code), so you can just point your device's camera at the computer screen to capture the information needed. (Later on, you can use the DragonBar's Tools menu to bring up this screen.)


Remote Microphone Info
Preparing for communication
To make it easy to prepare your device to find your computer, the Dragon Remote Microphone Application supports Bonjour. Bonjour allows your device to automatically find your computer. To determine if Bonjour is already installed on your computer or to download it, visit this link.
If Bonjour isn't available or functioning you must enter information about your computer into the Dragon Remote Microphone Application. You can use the barcode below to enter the information or you can enter it manually. For more information on how to use a barcode or how to enter this data manually, select here.
Enter information manually
Close

Note: In public locations such as restaurant or coffeehouse chains which require that you logon or accept the terms of service, the typical security configuration does not allow the mobile device to communicate with the computer, therefore the Remote Microphone app feature is not supported.

For details about setting up and using the app, please see the KnowledgeBase article on the Support section of the Nuance website: http://nuance.custhelp.com/app/answers/detail/a_id/6294 (this includes a link to Technote 6825: "Information on testing the connection between Dragon NaturallySpeaking and the Dragon Remote Microphone application".)

About spoken recordings as source

Please see our website (www.nuance.com/dragon/transcription-solutions) for illustrations and details, including Nuance's free **Dragon Recorder** app for smartphones and related devices.

Note: Dragon works with **one voice at a time**, so it cannot transcribe interviews or meetings directly.

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Dragon's transcription feature (available in editions Premium and higher) can be particularly useful to exploit what you dictate while observing something (such as during a field inspection) or after an event (such as a meeting or a class). Once you have set up your profile for transcription use, you can use Dragon to transcribe your spoken recordings.

TIP: If your recording was very "rough" or if it contained voices other than yours, consider the practice of "**echoing**" or "**re-speaking**" rather than (or in addition to) transcribing the recording: while listening to the recording and pausing it as needed, you dictate to Dragon what you hear. Among other advantages, this gives you the opportunity to improve upon the original words, or add to them, including adding punctuation that had not been spoken.

Before recording files for Dragon to transcribe, note:

- We recommend *first using Dragon for real-time transcription* (dictating directly to your PC) because this gives you a chance to practice speaking clearly, in long phrases, and with punctuation. From what you see Dragon transcribe as you dictate, you get feedback on how clearly you are dictating. You also get ideas as to how to personalize your profile's vocabulary, for instance by noticing jargon or phrases you should add to the vocabulary so that Dragon will be able to write them with the spelling, capitalization, and spacing you desire. (In addition to adding words and phrases, be sure to designate to Dragon representative text documents so it can learn what words and phrases you often use.) As explained further in this workbook, vocabulary personalization is very important; it *prevents* many recognition errors!

- Learn the essential operations of your digital recorder or the recorder app on your smartphone (starting and stopping recordings, for instance). Also, verify that the recorder is set to the correct time and date as well as *optimal settings for speech recognition* (see details on individual models tested by Nuance at http://support.nuance.com/compatibility).

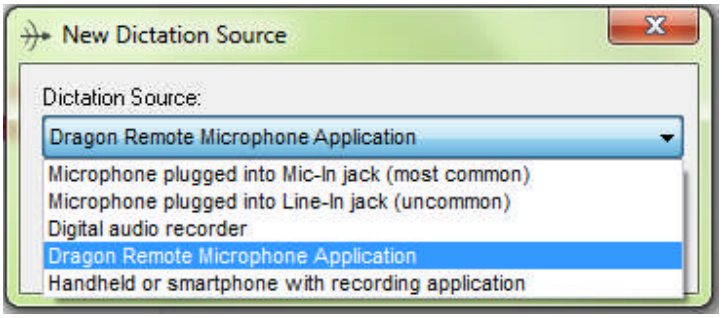
- Some digital recording devices come with special software to manage recordings (including transferring them to a computer and converting their format if necessary). Check your device's documentation and take the steps required to set up your device, including installing the software it may require.

- In Dragon 12, setting up a recorder source requires reading a training text into your recording device for a minimum of four minutes. (Note: making your training recording longer than four minutes is a good idea, since it will provide Dragon with a bigger acoustic sample from which to adapt to the sound of your recorded voice.)

Adding and managing sources

Below the Premium edition, you must create *a profile for each source* (type of audio input device).

In *editions Premium and higher,* if you already have a Dragon profile and want to use another type of audio input device, add a *source* to your profile instead of creating a separate *profile*: open the DragonBar's Profile menu and choose "**Add source to current User Profile.**" This opens the New Dictation Source dialog box, where you can pick the desired source.


New Dictation Source
Dictation Source:
Dragon Remote Microphone Application
Microphone plugged into Mic-In jack (most common)
Microphone plugged into Line-In jack (uncommon)
Digital audio recorder
Dragon Remote Microphone Application
Handheld or smartphone with recording application

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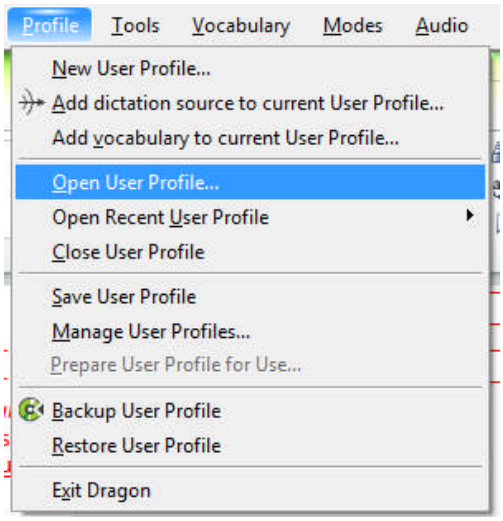
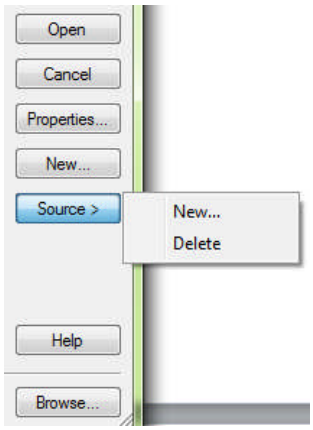
Remember that personalizing the Vocabulary is one of the keys to getting Dragon's full benefits! Having multiple sources *within a profile* means that, no matter which audio input device you use, the same Vocabulary will be used — **and refined** — each time you use Dragon. For example, the phrases and capitalization properties you taught Dragon while using a smartphone as a source will also be available when you use a USB microphone.

TIP The Open User Profile dialog box (available from the Profile menu) lets you view and manage your sources:

To *switch to* another source in your profile once you start using Dragon, open the DragonBar's Profile menu and use **Open User Profile** or **Open Recent User Profile**.



If you wish to delete a source, open the Open User Profile dialog box. In that box, highlight the line corresponding to the desired source, then click the **Source** button and pick Delete from the resulting menu.



Once you have indicated the source you are about to set up, Dragon will check your audio system and adjust its volume setting. This step is called the *Microphone Check* (formerly "Audio Setup Wizard").

Note: If you are using a Bluetooth microphone, make sure that it is not only powered up, but also active (that is, in "call mode"). On the Plantronics Calisto microphone, this is achieved by pressing the headset's button. Please see your microphone's user guide for details, including how to charge the headset and how to pair it with the dongle if necessary.

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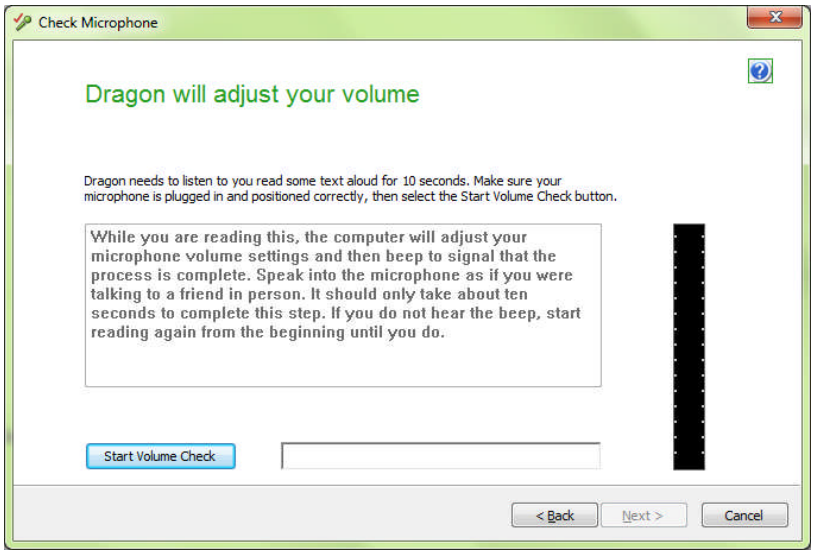
Step 4: Click Start Volume Check and read the boxed text in a clear voice, the way you plan to speak when working with Dragon. Here, punctuation is recommended but not required.

When Dragon lets you know it has heard enough, click Next. The next screen is similar.


Check Microphone
Dragon will adjust your volume
Dragon needs to listen to you read some text aloud for 10 seconds. Make sure your microphone is plugged in and positioned correctly, then select the Start Volume Check button.
While you are reading this, the computer will adjust your microphone volume settings and then beep to signal that the process is complete. Speak into the microphone as if you were talking to a friend in person. It should only take about ten seconds to complete this step. If you do not hear the beep, start reading again from the beginning until you do.
Start Volume Check
< Back
Next >
Cancel

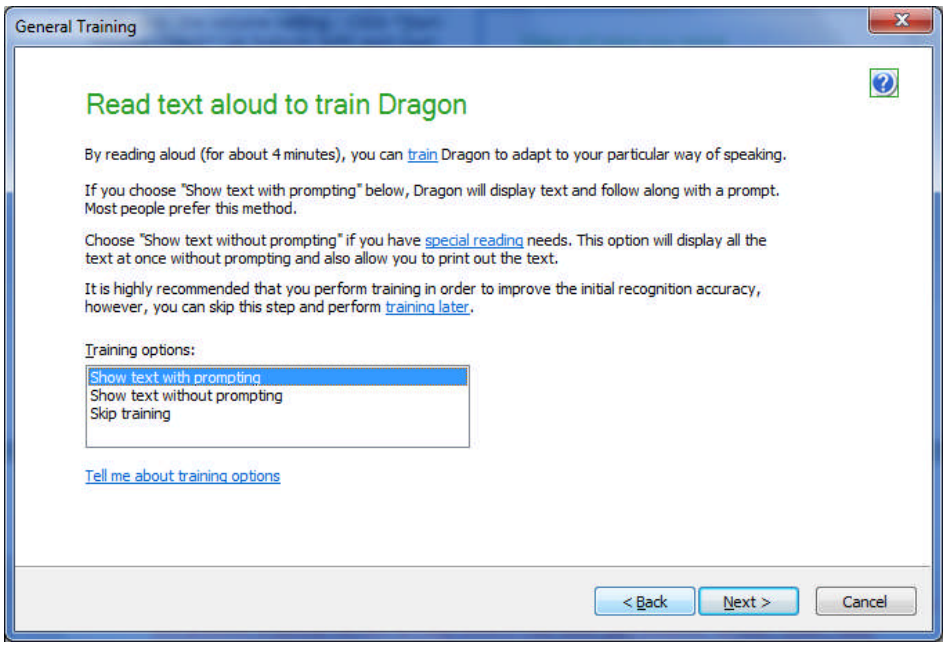
TIP: It's best to read the boxed text exactly as it is written. However, if you cannot read it, feel free to speak some sentences of your choice until you hear a beep.

Dragon then verifies that your sound system is acceptable for speech recognition. (For details, see Help and, if needed, the Technotes at support.nuance.com.)

Note:

- If you chose as source the **Dragon Remote Mic** app, Dragon's wizard will present a screen to help ensure that your smartphone (or other Wi-Fi-enabled device) "finds" your profile on your computer. Also, instead of the volume and audio quality check, it will present a short sentence to read aloud for calibration.

- Some computers offer several places for you to plug in your microphone. If you get poor results with one, consider the other(s) -- and if you use a docking station, you may get better results if you connect the microphone to *a port on your laptop itself*, not on the station. Once you've identified which port works best, aim to always use that port for your microphone. (You may wish to mark it with a piece of tape.)


General Training
Read text aloud to train Dragon
By reading aloud (for about 4 minutes), you can train Dragon to adapt to your particular way of speaking.
If you choose "Show text with prompting" below, Dragon will display text and follow along with a prompt. Most people prefer this method.
Choose "Show text without prompting" if you have special reading needs. This option will display all the text at once without prompting and also allow you to print out the text.
It is highly recommended that you perform training in order to improve the initial recognition accuracy, however, you can skip this step and perform training later.
Training options:
Show text with prompting
Show text without prompting
Skip training
Tell me about training options
< Back
Next >
Cancel

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Step 5: If you do not choose to skip the initial training reading, Dragon then presents a short prompt; click Go, then read it aloud. When the "Select Text" box appears, choose one of the texts and click OK. (If later you wish to read another text to further train Dragon, you can do so from the DragonBar's Audio menu, or from the Accuracy Center.)

Note: We recommend the reading "What To Expect From Speech Recognition" but the list also offers readings for children.

The following describes the default "General Training" process, which presents the text *one prompt at a time*. (The Help contains details on the "**without prompting**" alternative, which presents the text as one whole document for you to read at your own pace, from the screen or from a printed page; this can be more convenient for those who have a strong accent, speech impediment, or some difficulty with reading from the screen.)

Click the Go button (at bottom left) and read each prompt exactly as it is displayed. (Once you finish reading a prompt, Dragon will automatically present the next one.) The words will turn gray once Dragon has "heard" them, but there is no need to wait for this to happen: just speak at your normal pace, clearly and **naturally.**

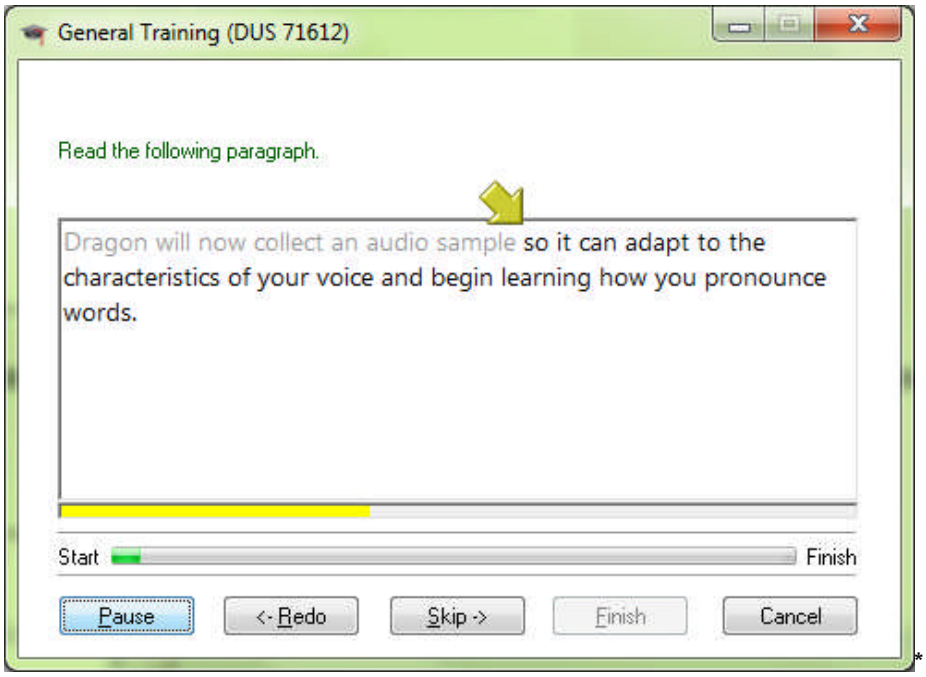
TIP: During acoustic training, Dragon learns how you sound when you dictate, therefore you should aim to use the **same tone, pace and volume** you are likely to use day-to-day. This will help Dragon recognize your future dictations most accurately. Saying **punctuation** isn't required during this reading, but it's a good idea **to say at least the periods**, to get into the habit. (Later, you will learn to dictate all punctuation marks and symbols.)

Take your time. Try to read naturally but precisely what is on the screen. If Dragon needs to hear you re-read something, a yellow arrow will show you where to resume.

The **Redo button** lets you move the arrow back, which you may want to do if you realize you just misread something.

If for any reason you have trouble with a particular word, use the **Skip** button.

If you need to take a break, cough or sneeze, click the **Pause button.** That button will then be labeled Go; click it when ready to resume.


General Training (DUS 71612)
Read the following paragraph.
Dragon will now collect an audio sample so it can adapt to the characteristics of your voice and begin learning how you pronounce words.
Start
Finish
Pause
<- Redo
Skip ->
Finish
Cancel

Note: If the thin bar under the prompt turns red, the volume is too high. Verify your microphone's position.

Once Dragon has heard enough, it takes a moment to process the acoustic information you just provided. Profile creation is now almost complete!

A first opportunity to adapt your profile's vocabulary

Dragon will then offer to start adapting its *Vocabulary*. This step is just a basic initial customization which analyzes texts in your My Documents folder as well as e-mails sent from certain installed email programs.

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(Later, you will be able to designate *specific* documents for analysis. **You do NOT need to copy documents into your My Documents folder in order to have Dragon analyze them!)**

Feel free to skip this step, but as soon as possible after your profile is created, advantage of the **powerful customization tools described in the following lessons**. (For example, you can import lists of words -- with spoken forms as warranted. Remember that, to obtain high accuracy, it's important to give Dragon a chance to analyze documents containing your words "in context" as opposed to just adding words and phrases to the vocabulary.)

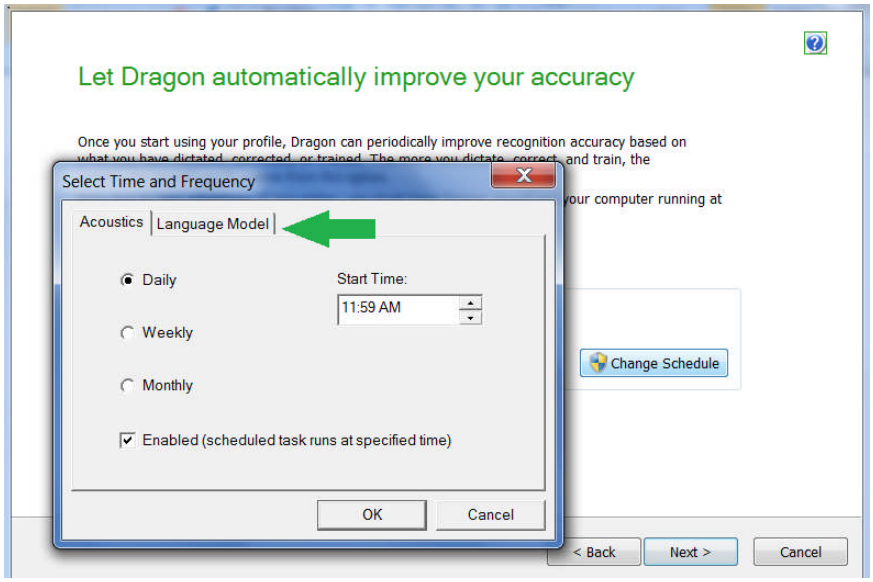
IMPORTANT If some of your documents and sent emails are in a different language or in a radically different style, skip this automatic step and, once your profile is created, have Dragon learn from specific documents that contain only the same language as your profile.

Scheduling Dragon's periodic tasks

The next screen will give you the opportunity to schedule Dragon's *Accuracy Tuning*, a process which, after you start using Dragon, can refine your profile automatically based on *what you have already dictated*.

IMPORTANT Once you actually start using Dragon, you will be free to **launch this process manually at any time** (from the DragonBar's Audio menu); some customers launch it shortly after they turn on their computer or right before they take a break from their computer to go to a meeting, make a call, have a meal…). For Dragon's scheduled tasks to run automatically, you must choose a time when **your computer will be *on*** *(not asleep, not hibernating)* but **Dragon is not running** (this includes Dragon being in *QuickStart*—see the Help for more information).

To schedule Accuracy Tuning, click the Change Schedule button on the screen Dragon presents. Dragon then presents the dialog box Select Time and Frequency. Be sure to also click this dialog's *Language Model* tab, so you can pick a suitable time for the Language Model Optimization. (Note: Language Model Optimization is typically much faster than Acoustic Optimization. We recommend running it daily.)



Before your profile opens — caution with desktop icons

The last screen of the Profile Creation Wizard contains a link to the Help article about changes between this and previous versions (condensed in the What's New section of this workbook).

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After you exit this screen, Dragon 12 will automatically bring up its Interactive Tutorial, which contains short progressive simulations and allows you to restart any lesson. We recommend that all users take advantage of it.

After you exit the Interactive Tutorial, the *Sidebar* and the *Tip of the Day* window will open.

IMPORTANT By default, the ***Dragon Sidebar*** (a thin resizable window that presents commands and tips) is set to open automatically when a user profile opens.. In Dragon 12.5, it is set to "Floating" by default, but in Dragon 12.0, it is set to dock to the right. If you typically keep desktop items on the right side of your screen, the Sidebar may move them, like other Windows sidebars would. For this reason, you may wish to rearrange your desktop items before the Sidebar opens, or set your desktop to Auto-arrange. (See the Sidebar's Help. Its right-click menu includes ***Floating*** and ***Auto-Hide***.) The automatic opening of the Sidebar can be disabled from the *Miscellaneous* tab of Dragon's Options dialog.

Now that your profile is created, we encourage you to explore Dragon's **options** to suit your preferences, including changing *numeric keypad* ***hotkeys***. (This is particularly relevant to laptop users, and people who like to use their numeric keypad for data entry.) This workbook's lessons will progressively introduce you to options that most users should consider. Below are two of them: the ***Natural Language Commands*** for specific applications and the ***Speed-versus-Accuracy slider***.

Important options: Natural Language Commands and Speed vs. Accuracy

After you create your profile, Dragon presents a special message if it determined that your computer's characteristics wouldn't allow optimal performance. This message informs you that Dragon has adjusted the *defaults* for two of its options as follows:

- The *Speed versus Accuracy* slider was moved toward **speed**.
- The *Natural Language Commands* for Microsoft **Word, Excel, PowerPoint, and Corel WordPerfect were disabled**. (The lesson "Controlling your Desktop and Applications" addresses these large sets of flexible commands. Note: not all editions and languages of Dragon contain these commands.)

Later, you can easily reverse these changes through Dragon's Options dialog, depending on your particular needs: you can enable or disable the Natural Language Commands for any of these four applications individually, and you can experiment with various settings of the Speed-versus-Accuracy slider (seen in the picture below).

IMPORTANT Other options available on the Miscellaneous tab include having Dragon start in its sleep state (useful for persons who cannot use their hands), as well as two new features of Dragon 12:

- Disabling the "tracking" of menus, buttons and other interface elements
- Disabling the automatic opening of the Dictation Box where Dragon does not have Full Text Control (examples: in PowerPoint or Emacs, as well as in Web browsers Firefox and Chrome).

Details about these important concepts are accessible from the DragonBar's Help menu.

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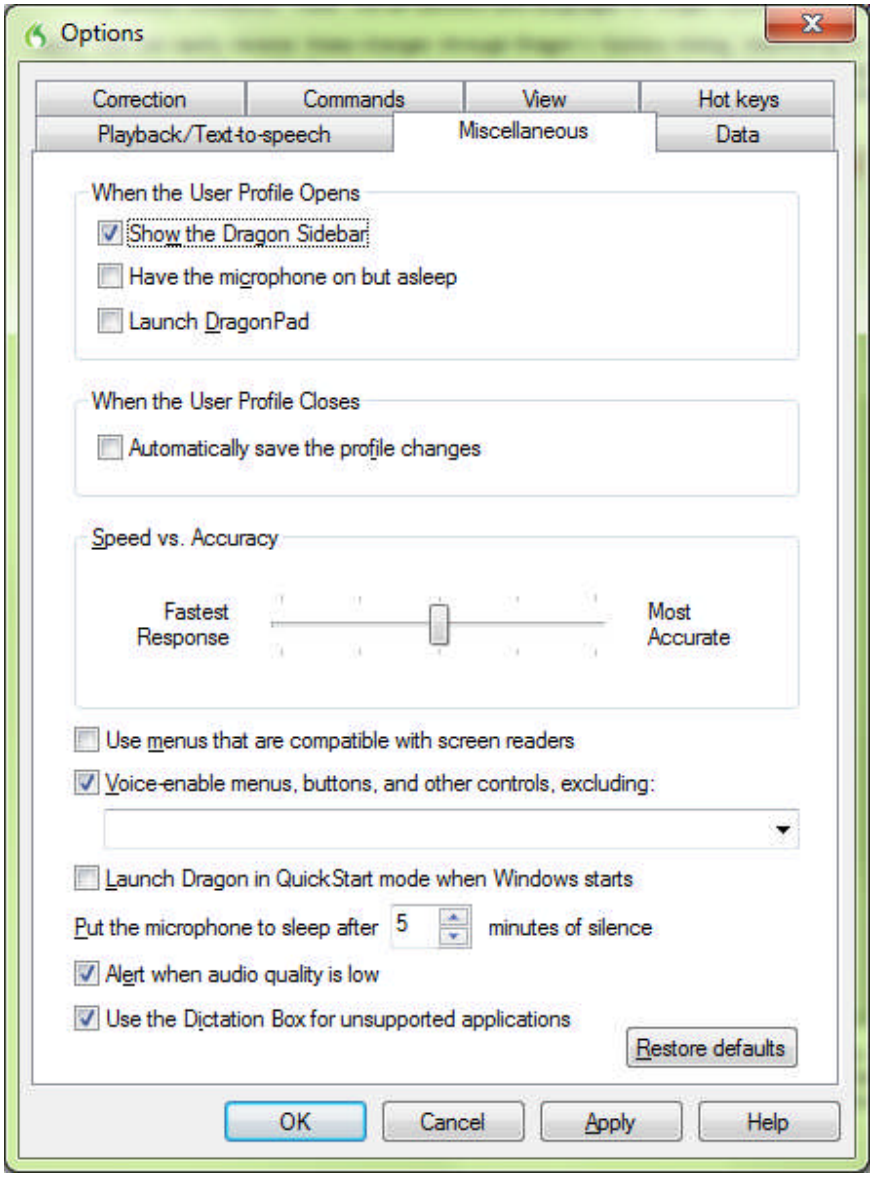

The Help provides more details, including suggestions for optimizing Dragon's performance on your computer. For instance, in Dragon 12, you can choose to disable the ability to open items from the Start menu or the desktop at any time, even if they are not visible. You can also choose to disable the shortcut commands for Facebook and Twitter, and shortcut commands to create new emails, tasks or appointments.

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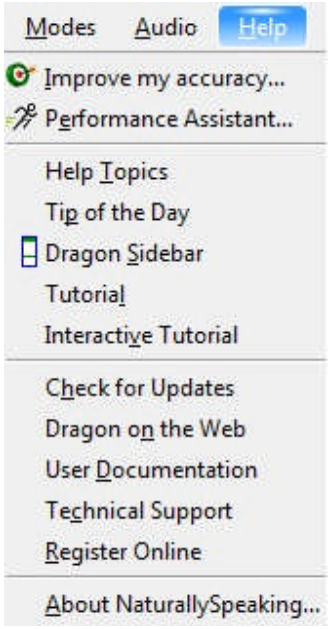
IMPORTANT

Now that your user profile is created, you could start dictating. Before you do, however, **we recommend you take a look at the Help menu**, which includes a like to User Guides and to Technical Support/Customer Service.

Also, it's a good idea to begin ***personalizing the Vocabulary*** as soon as possible, since this plays a crucial role in accuracy and efficiency.

Note: If you've used a previous version of Dragon, we recommend you read the What's New section of this workbook.



Key points about getting started with Dragon

- ✓ Each person who wants to use Dragon must have his or her own profile. Creating one is a short process guided by a series of screens. Profiles from versions 11 and 10 can be upgraded with the Upgrade Wizard. (Important: After upgrading, launch **Accuracy Tuning** from the Audio menu).
- ✓ Make sure your microphone is properly connected and positioned, and the appropriate **audio source** is selected. See our website for details on special sources like recorders and wireless microphones, as well as the use of the Dragon Remote Microphone app or the Dragon recorder app with Dragon.
- ✓ In *editions* Premium and up, you can **add a *source* to an existing profile** (for instance, if after using Dragon with your USB microphone you wish to also dictate using your smartphone as a wireless microphone). Whatever source is used, you will access the same *vocabulary* and optional settings (as well as custom commands, if applicable).
- ✓ Even if your edition supports the transcription of spoken recordings, we recommend starting out with a microphone source as opposed to a recorder source.
- ✓ When reading a training text, speak clearly but **naturally** using the same volume, pitch and pace you are likely to use day-to-day. Try to read what is prompted as if you were dictating your own words. Use the Redo and Skip buttons as needed, as use the Pause button if you need to clear your throat or speak to someone.
- ✓ During profile creation, Dragon offers to perform a basic adaptation of your profile's vocabulary based on text in your Documents folder as well as on sent e-mails. Feel free to skip that step but be sure to **use Dragon's powerful personalization tools** as soon as possible after profile creation finishes.
- ✓ Dragon's **scheduled tasks** are designed to help improve accuracy over time. Be sure to schedule them for a time when your computer will be on but Dragon will not be running.
- ✓ By default, the ***Sidebar*** opens automatically when a user profile opens. In Dragon 12.5, its default is "Floating" but in Dragon 12.0 it is "Docked to the right" – so if you typically keep desktop items on the right side of your screen, the Sidebar may move them. For this reason, you may wish to rearrange your desktop items before the Sidebar opens, or set your desktop to Auto-arrange. (You could also set the Sidebar to Floating. See the Sidebar's Help and right-click menu.)

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- ✓ Note: If you are using a Bluetooth microphone, make sure that it is not only powered up, but also active (that is, in “call mode”). On the Plantronics Calisto microphone, this is achieved by pressing the headset’s button. Please see your microphone’s user guide for details, including how to charge the headset and how to pair it with the dongle if necessary.

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Learning More and Getting Help

Dragon NaturallySpeaking offers so many tools, commands, and features that it would be impossible to cover them all in detail in this workbook. This lesson presents several ways to find more information as you start using the software—be sure to take advantage of the available resources!

Please see the card that comes in the Dragon NaturallySpeaking box. It includes important notes about ***installing*** *Dragon as well as sample lists of commands and what you can say to dictate special characters, times, dates, postal codes and more. (The latest version of this quick reference guide is available for download on the Nuance website.)*

CAUTION: By default, in Dragon 12.0, the Dragon Sidebar is set to open automatically, docked to the right, when your user profile opens. If you typically keep many desktop items on the right side of your screen, know that the Sidebar may move them (like other Windows sidebars would). Before the Sidebar opens, you may wish to rearrange your desktop items, or set your desktop to Auto-arrange. Note: In Dragon 12.5, the Sidebar is set to "Floating" by default.

The Accuracy Center and Accuracy Assistant

The most important features of Dragon are accessible directly from the DragonBar's menus. The Accuracy Center offers a central location to access many of them and get guidance on which one to use when.

Step 1: Say **Open Accuracy Center.** You can also click the DragonBar's Help menu (or say **Switch to DragonBar** then say **Click Help)** then **Improve my Accuracy**.

Step 2: Click the link that interests you. You can also say its name immediately preceded by the word "click". ("Require 'click' for HTML" is an option enabled by default in new Dragon 12 profiles, to help prevent unintended recognitions. See the Commands tab of the Options dialog.)

TIP You can activate links without saying their whole name: for instance, instead of "click **add a list of words to your vocabulary"**, you could say just "click **add a list"**.

The link **"Which tool to use first?"** opens the *Accuracy Assistant*, which presents a set of questions to help determine what you can do to increase accuracy in a given situation.

The Help and the Performance Assistant

The DragonBar's Help menu gives you access to the on-screen Help topics (articles) and the Performance Assistant (a collection of suggestions for what you can do to increase Dragon's speed).

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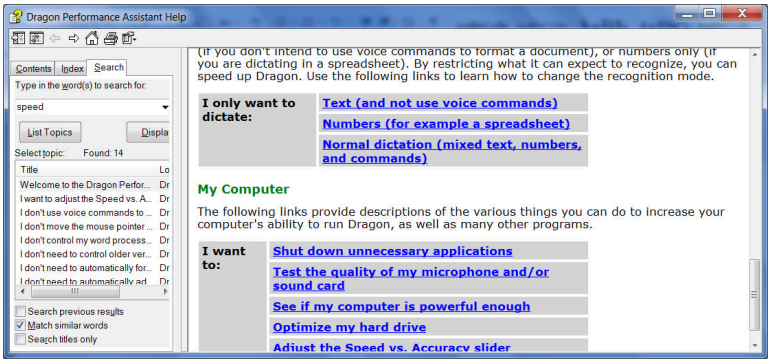
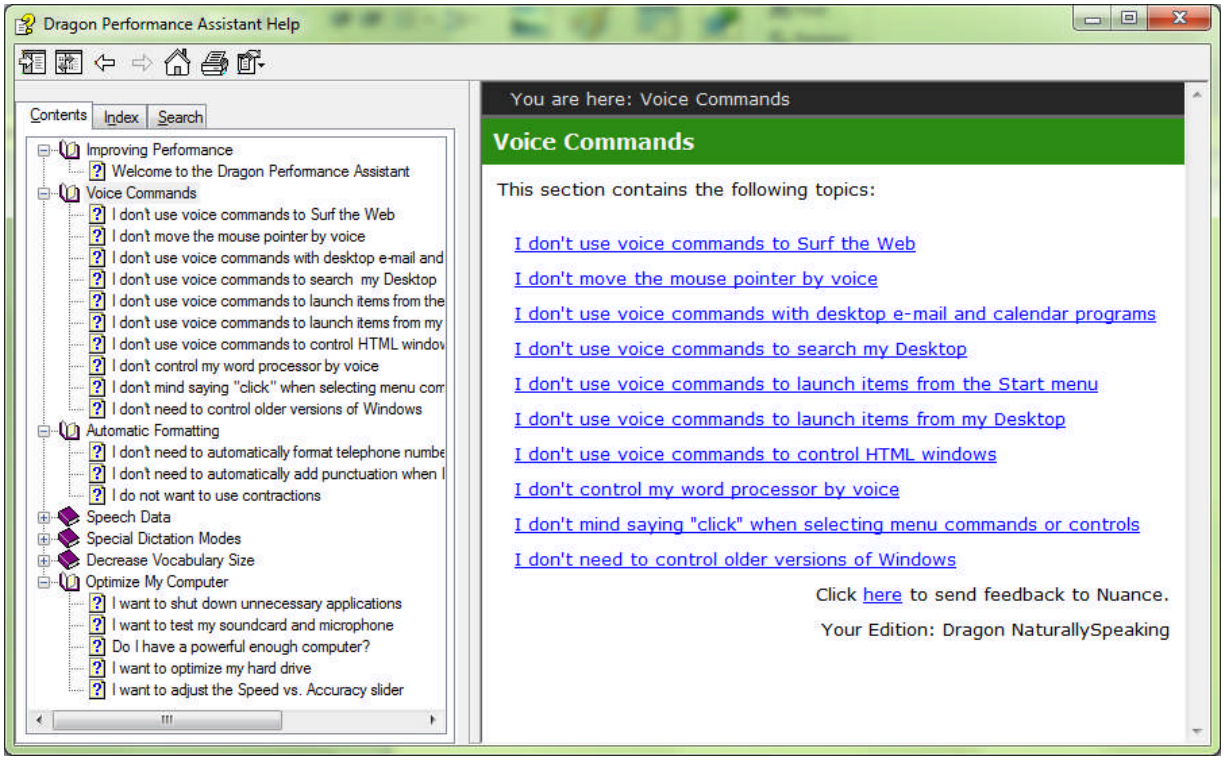

Dragon Performance Assistant Help
Contents
Index
Search
Type in the word(s) to search for:
speed
List Topics
Select topic:
Found: 14
Title
Welcome to the Dragon Perfor...
I want to adjust the Speed vs. A...
I don't use voice commands to ...
I don't move the mouse pointer ...
I don't control my word process...
I don't need to control older ver...
I don't need to automatically for...
Search previous results
Match similar words
Search titles only
you are dictating in a spreadsheet). By restricting what it can expect to recognize, you can speed up Dragon. Use the following links to learn how to change the recognition mode.
I only want to dictate:
Text (and not use voice commands)
Numbers (for example a spreadsheet)
Normal dictation (mixed text, numbers, and commands)
My Computer
The following links provide descriptions of the various things you can do to increase your computer's ability to run Dragon, as well as many other programs.
I want to:
Shut down unnecessary applications
Test the quality of my microphone and/or sound card
See if my computer is powerful enough
Optimize my hard drive
Adjust the Speed vs. Accuracy slider


Dragon Performance Assistant Help
Contents
Index
Search
Improving Performance
Welcome to the Dragon Performance Assistant
Voice Commands
I don't use voice commands to Surf the Web
I don't move the mouse pointer by voice
I don't use voice commands with desktop e-mail and
I don't use voice commands to search my Desktop
I don't use voice commands to launch items from the
I don't use voice commands to launch items from my
I don't use voice commands to control HTML windov
I don't control my word processor by voice
I don't mind saying "click" when selecting menu com
I don't need to control older versions of Windows
Automatic Formatting
I don't need to automatically format telephone numbe
I don't need to automatically add punctuation when I
I do not want to use contractions
Speech Data
Special Dictation Modes
Decrease Vocabulary Size
Optimize My Computer
I want to shut down unnecessary applications
I want to test my soundcard and microphone
Do I have a powerful enough computer?
I want to optimize my hard drive
I want to adjust the Speed vs. Accuracy slider
You are here: Voice Commands
Voice Commands
This section contains the following topics:
I don't use voice commands to Surf the Web
I don't move the mouse pointer by voice
I don't use voice commands with desktop e-mail and calendar programs
I don't use voice commands to search my Desktop
I don't use voice commands to launch items from the Start menu
I don't use voice commands to launch items from my Desktop
I don't use voice commands to control HTML windows
I don't control my word processor by voice
I don't mind saying "click" when selecting menu commands or controls
I don't need to control older versions of Windows
Click here to send feedback to Nuance.
Your Edition: Dragon NaturallySpeaking

You can also open the Help at any time by saying commands such as **give me help.**

You can use the Help window's Table of Contents, Index, and Search tabs. For instance, entering the word "punctuation" in the Search field brings up topics including "Dictating punctuation and symbols" and "Selecting characters and words." Note: like in search engines, you can indicate phrases by putting **quotation marks** around them.

From the Help window, you can also print articles of your choice or mark them as favorites.

TIP: To launch a Help search at any time (no matter what is active on your screen), you can use the shortcut command "**search Dragon Help for…**" naming the word(s) you wish to search for. For instance, you could say "search Dragon Help for Firefox". Note that the search keywords you name in this command will be considered individually unless you put them in quotes: for instance, "**Search Dragon Help for open-quote Dictation box close-quote.**"

Dragon also provides contextual help: from its dialog boxes, the Help button (or question-mark icon) or links take you directly to the relevant article in the Help.

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The Dragon Sidebar: "What Can I Say"

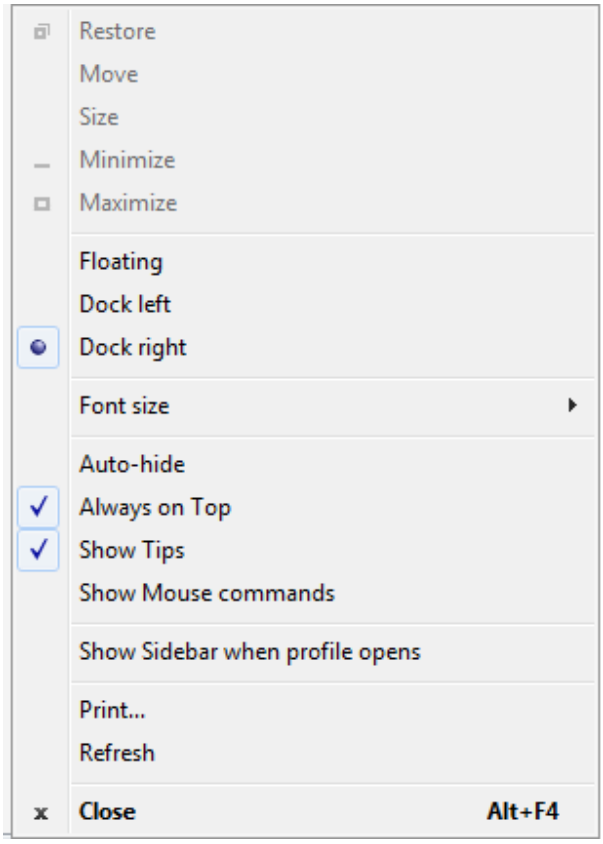
At any time, you can ask Dragon to display its Sidebar, a resizable vertical window meant to help users discover and remember important tips and commands. (It can be made very thin.)

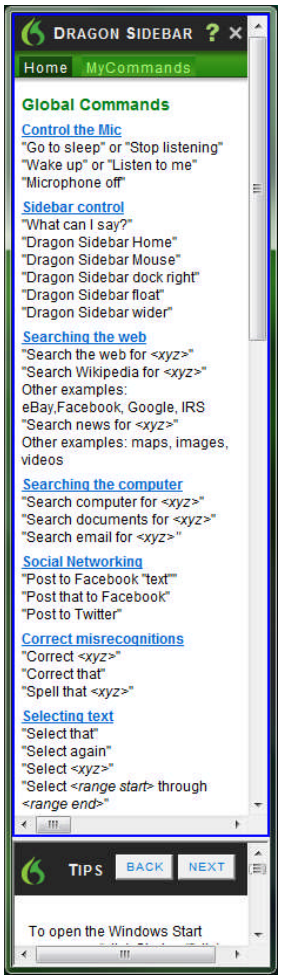
If a major application such as Microsoft Word is active, the Sidebar's first tab will show commands for that application. Otherwise, it will show a list of commands that are not specific to one application (Global commands).

The Sidebar also contains a hideable tab for mouse commands (dragging, clicking, etc.), as well as a tab for custom-created commands (a feature of the editions Premium and higher). In addition, in its top right corner are icons to open important resources: the Command Browser, Vocabulary Editor, Options dialog, and Help.

CAUTION: By default, the Dragon Sidebar is set to open automatically when your user profile opens, and **in Dragon 12.0** it is *docked* to the right; this means that, *if you typically keep desktop items on the right edge of your screen*, the Sidebar may move them (as other Windows sidebars would) and therefore disturb your icons' arrangement. Therefore, if you have Dragon 12.0, you may wish to rearrange those desktop items before the Sidebar opens, or set your desktop to Auto-arrange. NOTE: in Dragon 12.5, the default setting is Floating, not docked; this means that the Sidebar may cover part of the currently-active window, but it avoids disturbing the arrangement of desktop icons.

The illustrations in this chapter show the Sidebar in various widths, its right-click menu (including the monitor switch for those who have two monitors) and its Mouse tab alongside one of its linked Help articles.





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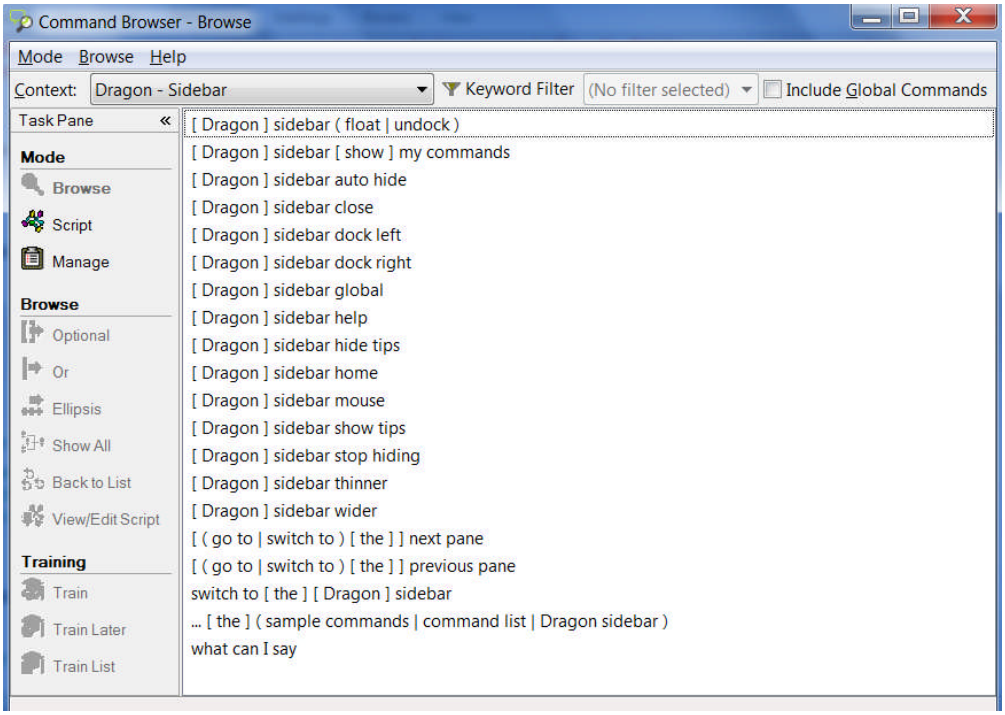
Step 1: Open the Dragon Sidebar. Voice commands for this include **open Dragon Sidebar, show Dragon Sidebar,** and **what can I say.** You can also use the DragonBar's Help menu.

Step 2: Explore the Sidebar and adjust it to suit your preferences. You can make its font size Small, Medium, or Large. By clicking on its border and dragging it horizontally, you can make the Sidebar very thin. (Note: doing so may hide some of its content, such as the top-right icons). If you don't need to use mouse commands, we suggest hiding its Mouse tab.

Note: One way to access details about the Sidebar is to use its question mark icon (in the top right corner). You can also say a search-keyword command such as **search Dragon Help for Sidebar commands**.

Step 3: Practice activating the Sidebar's links and tabs. To access the tabs by voice, you can say **Dragon Sidebar Home**, **Dragon Sidebar Global**, and **Dragon Sidebar MyCommands**.

TIP To see commands beyond those presented in the Sidebar, you use the Help (take advantage of the command "**search Dragon Help for…**" and the speakable links in the Sidebar itself). You can also use the *Command Browser*, accessible from its icon on the Sidebar and with commands such as **open Command Browser**. Below is a Command Browser screenshot showing commands for the Sidebar.


Command Browser - Browse
Mode Browse Help
Context: Dragon - Sidebar
Keyword Filter (No filter selected)
Include Global Commands
Task Pane
Mode
Browse
Script
Manage
Browse
Optional
Or
Ellipsis
Show All
Back to List
View/Edit Script
Training
Train
Train Later
Train List
[Dragon] sidebar (float | undock)
[Dragon] sidebar [show] my commands
[Dragon] sidebar auto hide
[Dragon] sidebar close
[Dragon] sidebar dock left
[Dragon] sidebar dock right
[Dragon] sidebar global
[Dragon] sidebar help
[Dragon] sidebar hide tips
[Dragon] sidebar home
[Dragon] sidebar mouse
[Dragon] sidebar show tips
[Dragon] sidebar stop hiding
[Dragon] sidebar thinner
[Dragon] sidebar wider
[(go to | switch to) [the]] next pane
[(go to | switch to) [the]] previous pane
switch to [the] [Dragon] sidebar
… [the] (sample commands | command list | Dragon sidebar)
what can I say

Step 4: Right-click the Dragon Sidebar. This opens its menu. Note what is available there, including hiding the Mouse tab, hiding the Tips pane, setting the Sidebar to be Floating rather than Docked, activating Auto-Hide, and printing the content.

TIP When a Sidebar pane has the focus, a thick blue line surrounds it.

The illustration below shows the Mouse tab and one of the Help articles related to mouse usage.

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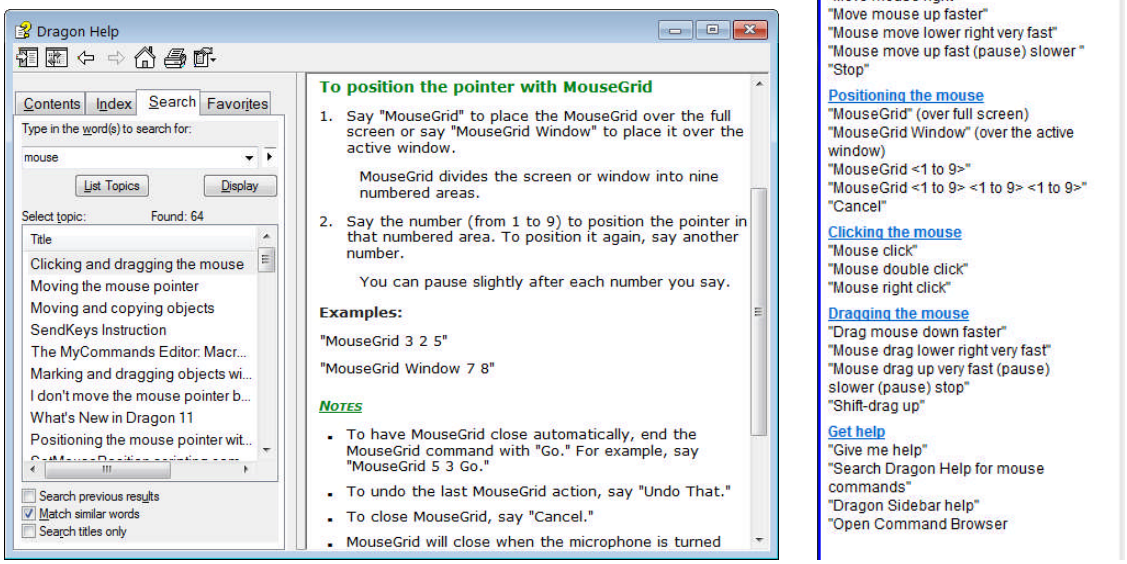
Dragon Help
Contents
Index
Search
Favorites
Type in the word(s) to search for:
mouse
List Topics
Display
Select topic:
Found: 64
Title
Clicking and dragging the mouse
Moving the mouse pointer
Moving and copying objects
SendKeys Instruction
The MyCommands Editor: Macr...
Marking and dragging objects wi...
I don't move the mouse pointer b...
What's New in Dragon 11
Positioning the mouse pointer wit...
Search previous results
Match similar words
Search titles only
To position the pointer with MouseGrid
1. Say "MouseGrid" to place the MouseGrid over the full screen or say "MouseGrid Window" to place it over the active window.
MouseGrid divides the screen or window into nine numbered areas.
2. Say the number (from 1 to 9) to position the pointer in that numbered area. To position it again, say another number.
You can pause slightly after each number you say.
Examples:
"MouseGrid 3 2 5"
"MouseGrid Window 7 8"
NOTES
To have MouseGrid close automatically, end the MouseGrid command with "Go." For example, say "MouseGrid 5 3 Go."
To undo the last MouseGrid action, say "Undo That."
To close MouseGrid, say "Cancel."
MouseGrid will close when the microphone is turned
DRAGON SIDEBAR
Home
Global
Mouse
MyComma
Mouse Commands
Moving the mouse
"Move mouse <n>"
"Move mouse down"
"Move mouse right"
"Move mouse up faster"
"Mouse move lower right very fast"
"Mouse move up fast (pause) slower "
"Stop"
Positioning the mouse
"MouseGrid" (over full screen)
"MouseGrid Window" (over the active window)
"MouseGrid <1 to 9>"
"MouseGrid <1 to 9> <1 to 9> <1 to 9>"
"Cancel"
Clicking the mouse
"Mouse click"
"Mouse double click"
"Mouse right click"
Dragging the mouse
"Drag mouse down faster"
"Mouse drag lower right very fast"
"Mouse drag up very fast (pause) slower (pause) stop"
"Shift-drag up"
Get help
"Give me help"
"Search Dragon Help for mouse commands"
"Dragon Sidebar help"
"Open Command Browser

The Interactive Tutorial

Available from the DragonBar's Help menu, the Interactive Tutorial contains short progressive simulations and aims to make the user practice important habits for efficient dictating, correcting Dragon's errors, and editing text. It includes important editing-related commands such as "**go back**," Dictation Commands such as "**cap**," "**all caps**," and "**numeral…**" as well an example of modifying an entry in the Spelling Window and accepting a Smart Format Rule. We recommend that all users take advantage of it.

Note: When the Interactive Tutorial opens, Dragon automatically turns off its microphone. In each lesson, you practice an important habit: turning the microphone on and off.

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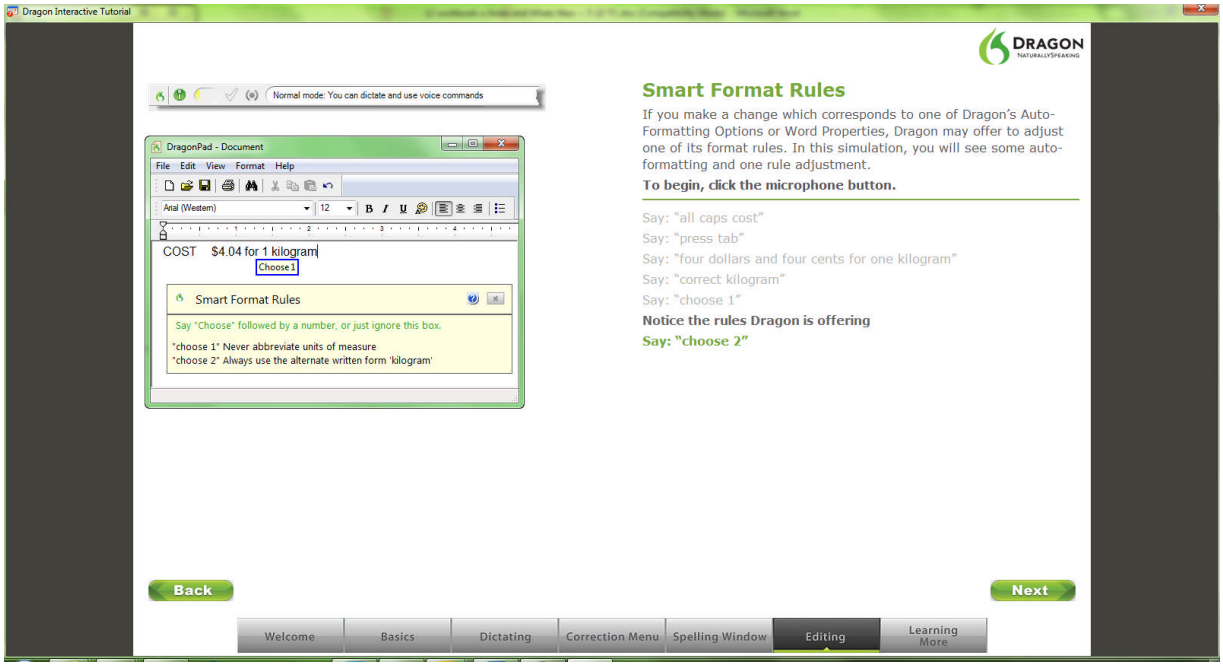
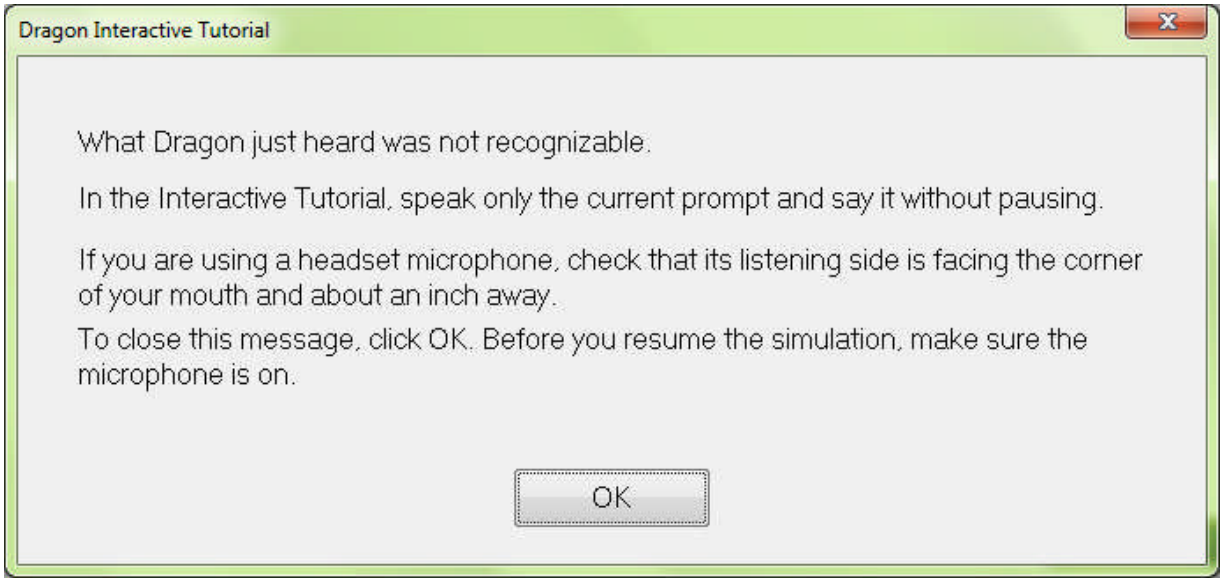

Dragon Interactive Tutorial
DRAGON
Normal mode: You can dictate and use voice commands
DragonPad - Document
File Edit View Format Help
COST $4.04 for 1 kilogram
Choose 1
Smart Format Rules
Say "Choose" followed by a number, or just ignore this box.
"choose 1" Never abbreviate units of measure
"choose 2" Always use the alternate written form 'kilogram'
Smart Format Rules
If you make a change which corresponds to one of Dragon's Auto-Formatting Options or Word Properties, Dragon may offer to adjust one of its format rules. In this simulation, you will see some auto-formatting and one rule adjustment.
To begin, click the microphone button.
Say: "all caps cost"
Say: "press tab"
Say: "four dollars and four cents for one kilogram"
Say: "correct kilogram"
Say: "choose 1"
Notice the rules Dragon is offering
Say: "choose 2"
Back
Next
Welcome
Basics
Dictating
Correction Menu
Spelling Window
Editing
Learning More

While going through the simulations, you must speak *just the current prompt* (the green bolded text) and *do so in one breath* (without pausing within it). Otherwise,

If Dragon hears unsusable audio input, it presents the following information message:


Dragon Interactive Tutorial
What Dragon just heard was not recognizable.
In the Interactive Tutorial, speak only the current prompt and say it without pausing.
If you are using a headset microphone, check that its listening side is facing the corner of your mouth and about an inch away.
To close this message, click OK. Before you resume the simulation, make sure the microphone is on.
OK

The Tutorial

The regular Tutorial is available from the DragonBar's Help menu. You can go through it from start to finish, using the Next link, or you can jump directly to the sections that interest you most.

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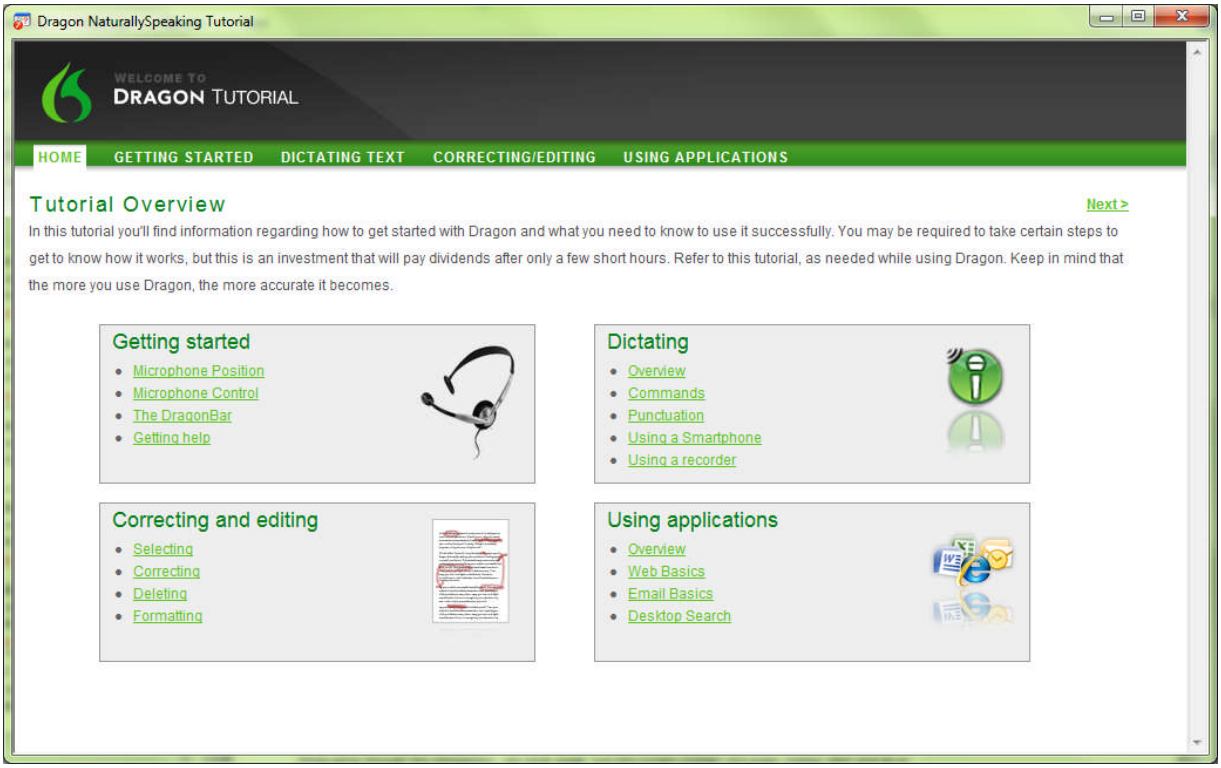
Dragon NaturallySpeaking Tutorial
WELCOME TO
DRAGON TUTORIAL
HOME
GETTING STARTED
DICTATING TEXT
CORRECTING/EDITING
USING APPLICATIONS
Tutorial Overview
Next >
In this tutorial you'll find information regarding how to get started with Dragon and what you need to know to use it successfully. You may be required to take certain steps to get to know how it works, but this is an investment that will pay dividends after only a few short hours. Refer to this tutorial, as needed while using Dragon. Keep in mind that the more you use Dragon, the more accurate it becomes.
Getting started
Microphone Position
Microphone Control
The DragonBar
Getting help
Dictating
Overview
Commands
Punctuation
Using a Smartphone
Using a recorder
Correcting and editing
Selecting
Correcting
Deleting
Formatting
Using applications
Overview
Web Basics
Email Basics
Desktop Search

The User's Guides

The latest *User's Guide* is available as a PDF on the Nuance website alongside the Quick Start Guide, the Calisto Bluetooth User Guide, and other resources. The DragonBar's Help menu gives direct access to the website's User Documentation page.

When viewing the PDF file, you can click chapter headings to jump to specific topics, and you can print out sections as well as the entire file.

TIP: If you are using a Bluetooth microphone, be sure to read its User Guide. Before using the microphone with Dragon, charge the headset and make sure that it is not only powered up but also active (that is, in "call mode"). On the Plantronics Calisto microphone, this is achieved by pressing the headset's button. Please see your microphone's user guide for details, including how to charge the headset and how to pair it with its USB dongle if necessary.

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Key points about learning more and getting help

- ✓ This workbook is meant to *get you started efficiently* and cover essential concepts and tips. Other resources include the Help, the Sidebar, the Accuracy Center and its Accuracy Assistant, the Performance Assistant, as well as the Nuance website, which includes tips, FAQs, video demonstrations and the Knowledge Base of "TechNotes".
- ✓ Be sure to explore Dragon's Help menu. You can open the Help at any time with generic commands (**give me help…**) or "shortcut" commands that include the word(s) to search for, such as **search Dragon Help for Roman numerals**.
- ✓ The Sidebar is a thin vertical window which displays many commands and tips. You can open it by voice commands or through the Help menu. You may use mouse or voice to access its panes, tabs, links and icon buttons. Its right-click menu gives access to options to change the Sidebar's behavior and appearance (including making it Floating rather than docked, hiding the tips or the Mouse tab) as well as print its content. To see all its commands, use the Command Browser.

Beyond these resources, consulting an experienced Dragon trainer for specific guidance and customizations can be particularly efficient for users who have special environments, workflows, equipment, or challenges (for instance, challenges related to motion, vision, or speech fluency.)

Now that you know how to access many resources, let's learn the most important aspects of using Dragon, starting with an often-overlooked but crucial one: **personalizing your profile's Vocabulary**.

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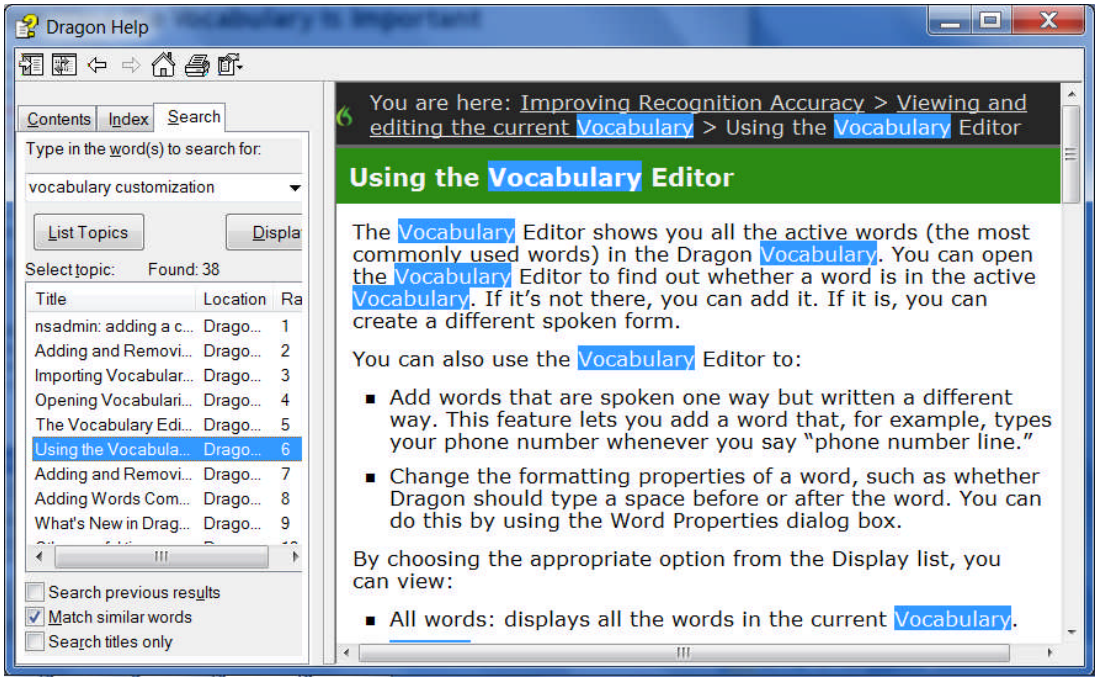
Why Personalizing the Vocabulary is Essential

Transcribing a person's speech presents acoustic challenges, such as accent and ambient noise. There is also a *lexical* challenge: for the transcription to be precisely accurate, **familiarity with the terms used** is necessary. For instance, even an experienced medical secretary would have trouble transcribing for an attorney's office! And a newly-hired transcriptionist would have to not only get used to the voices of the various speakers, but also to learn what spellings and formatting they want, including acronyms, abbreviations, special phrases, names of people, places, products, etc.

An unusual name may seem commonplace to you because you use it frequently, but a person who hears it for the first time may not be able to spell it: that name is not yet a part of this person's *vocabulary*. Similarly, if a word or phrase is not in Dragon's active *vocabulary*, the software cannot transcribe it correctly without a little instruction.

When you created your User profile, you provided information which Dragon incorporated into its *acoustic model*. To get optimal accuracy, you should also help the software adapt its *language model* and *Vocabulary*. Lexical customization ensures that what you dictate is transcribed with the desired spelling, spacing, and even capitalization; Dragon provides many powerful tools for it, so this important investment need not take much time. The Help contains much information about personalizing the Vocabulary—including how you can even benefit from the customizations done by others.


Dragon Help
Contents
Index
Search
Type in the word(s) to search for:
vocabulary customization
List Topics
Displa
Select topic:
Found: 38
Title
Location
Ra
nsadmin: adding a c...
Drago...
1
Adding and Removi...
Drago...
2
Importing Vocabular...
Drago...
3
Opening Vocabulari...
Drago...
4
The Vocabulary Edi...
Drago...
5
Using the Vocabula...
Drago...
6
Adding and Removi...
Drago...
7
Adding Words Com...
Drago...
8
What's New in Drag...
Drago...
9
Search previous results
Match similar words
Search titles only
You are here: Improving Recognition Accuracy > Viewing and editing the current Vocabulary > Using the Vocabulary Editor
Using the Vocabulary Editor
The Vocabulary Editor shows you all the active words (the most commonly used words) in the Dragon Vocabulary. You can open the Vocabulary Editor to find out whether a word is in the active Vocabulary. If it's not there, you can add it. If it is, you can create a different spoken form.
You can also use the Vocabulary Editor to:
Add words that are spoken one way but written a different way. This feature lets you add a word that, for example, types your phone number whenever you say "phone number line."
Change the formatting properties of a word, such as whether Dragon should type a space before or after the word. You can do this by using the Word Properties dialog box.
By choosing the appropriate option from the Display list, you can view:
All words: displays all the words in the current Vocabulary.

Key points about Vocabulary customization

- ✓ As soon as you have created a User profile, you can start dictating, but note that taking a moment to start customizing the Vocabulary for you is a good investment to make right away, since it helps Dragon "get it right the first time" (including spelling, capitalization, and spacing) and it needn't take much of your time. **Personalizing the Vocabulary** early and often **is strongly recommended**. The following pages will show you how.
- ✓ Dragon offers many simple and powerful Vocabulary tools to allow you to make your dictations faster and more convenient.

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Customizing the Vocabulary—Using the Vocabulary Editor

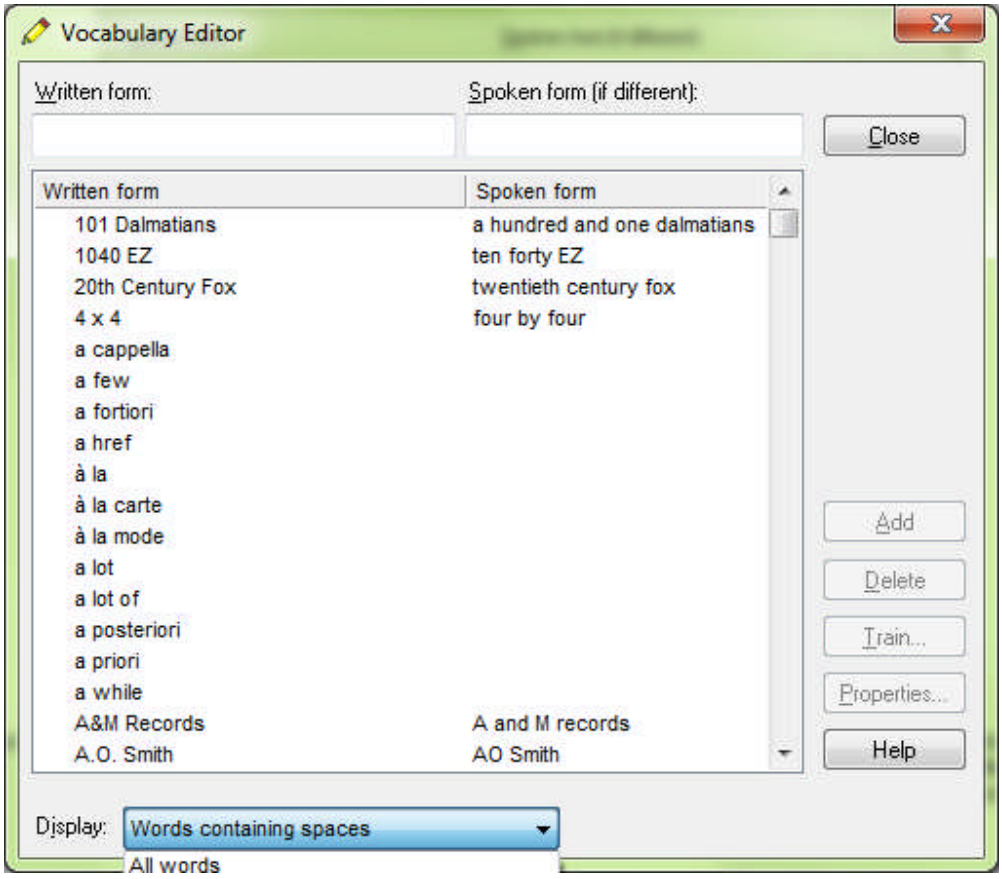
Dragon's *Vocabulary Editor* lets you view what can be transcribed from the computer's active memory; it also allows you to add new entries, as well as edit existing entries—including their *Spoken Forms* and *Properties*.

Let's explore the Vocabulary Editor's interface:

Step 1: Say **Edit Vocabulary** (you can also use the DragonBar's Vocabulary menu or the Accuracy Center). The Vocabulary Editor opens; its scrollable window lists the entries currently in Dragon's active Vocabulary.

Take a moment to scroll through the list. You will see names of people, places, institutions and products, as well as common words, phrases, and abbreviations. Most entries only have a *Written Form* (left column) but some also have at least one *Spoken form*. The Spoken form is an important feature, as you will see.

Step 2: Open the **Display** drop-down list (located at the bottom) and choose *Words Containing Spaces*. Other Vocabulary displays include *Words Containing Digits*, *Words Containing Capitalization*, and *Words with Special Properties*. By browsing these, you can learn more about what the software uses to transcribe your dictation. You also get ideas about what entries you might add or edit.



Adding Vocabulary Entries: Words, Phrases, Acronyms…

You can quickly search for a particular Vocabulary entry by entering it in the *Written Form* field. If it appears in the scrollable list, it is already in the active layer of the Vocabulary. If not, say or click Add to bring it in.

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CAUTION When adding an entry to the Vocabulary, be sure to spell and capitalize it correctly! Otherwise, it will appear misspelled in your documents every time you dictate it.

Some of the "words" in the Vocabulary Editor aren't single words. *Of course* is listed. So is *as well as*. There are also names of people, places, products, and institutions: *Mother Teresa, Madison Square Garden, KitchenAid, Brigham and Women's Hospital, Marine Corps, Library of Congress, Babe Ruth, Accounts Payable, George Washington, Johnson & Johnson, Division I, LAN Server…*

These help the software resolve spelling and capitalization ambiguities: if the Vocabulary didn't contain the phrase *Mother Teresa*, dictating it would probably produce the transcription "mother Theresa"—because the word *mother* is usually not capitalized, and because *Theresa* is the more common spelling of the name. Having the phrase in its Vocabulary helps Dragon know that the words "Mother" and "Teresa" are likely to occur together, and hence helps Dragon choose the desired capitalization and spelling.

Also, recognizing long sounds is easier than very short sounds. *A* and *the* are acoustically very similar, as are *in* and *an*. Longer words, like "chrysanthemum", contain more acoustic information.

We strongly recommend adding personal "multi-words"; this will later save you time since you will not have to adjust their spelling and capitalization after transcription.

Exercise 1: In the Vocabulary Editor, search for a few familiar names such as your own first and last names, your town, company, colleagues or relatives; if necessary, add them using the Add button.

TIP When adding names of people, consider nicknames and diminutives as well as *formal names*, particularly for names that are very short or that can be spelled different ways: for instance, one might add Liz Jansen, Lizzie Jansen, Elizabeth McGee Jansen, Jennifer B. Wolff, Jennifer Wolff, Jenny Wolff, Jenn Wolff, Judge Wolff, Scooter Wolff…

This idea applies to more than just names. Whenever you add an item to the Vocabulary, think of its possible **variations**: singular/plural for **nouns**, conjugated forms for **verbs**… Remember, if something is not in the Vocabulary, the software cannot recognize it, so don't hesitate to add items even if you think you will not dictate them very often!

Exercise 2: Open a word processor (such as DragonPad, available from the DragonBar's Tools menu or from the command "open DragonPad") and start a list of Vocabulary entries relevant to you; some suggestions are below. (Soon you will learn how to import these entries all at once.)

- jargon and phrases specific to your **profession** (such as *distro*, *site visit* and *non-State*)
- names of **places**, **facilities or organizations** (such as *Building 52*, or *County Adoption Center*)
- names of **products** (such as *MicroPore tape* or *Latex Exterior Semi-Gloss*)
- **acronyms**, part numbers, **codes** (such as FICA, *501c(3)* or *RX-70y*)
- names of **people** (**coworkers, clients, friends, relatives**…) including full combinations for names that could be spelled differently (Kristin, Gene, Steven, McGregor, Wolfe…) or are very short (Kip, Kit, Dee…) since this helps Dragon resolve acoustic ambiguities.

TIP If you are using Dragon for work, your employer may be able to give you some lists that could save you time, particularly if they are already in electronic form: lists of staff or clients, departments, units or divisions, products, trademarks, building names, as well as glossaries of terms and acronyms. Starting from such lists doesn't just save time; it may also help add these items with their official, correct spelling!

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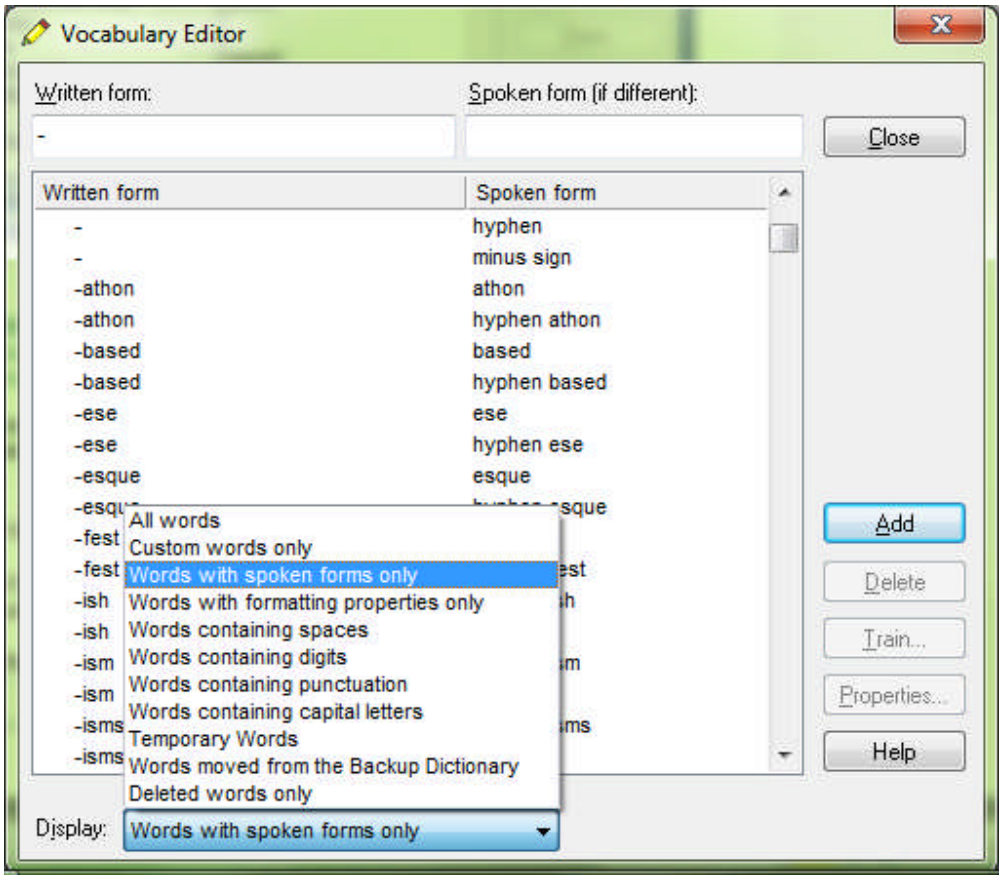
The importance of Spoken Forms

Radio programs often tell their listeners “let us know how to pronounce your name” because some names could be pronounced in several ways and some are not pronounced “the way they are written” (due to silent letters, for instance). This is true for more than just names. Acronyms are often pronounced letter by letter, but not always: ASAP is pronounced "ay sap" by many people. These facts are addressed by an important Dragon feature: the Spoken Form.

From the Display drop-down list of the Vocabulary Editor, choose “Words with spoken forms only.” Take a moment to scroll through and look at existing spoken forms; you will get ideas for what kinds of entries warrant them and how they can be written.



TIP Vocabulary entries may have more than one spoken form. You may add spoken forms to custom entries as well as to existing entries, in order to be able to dictate them as comes naturally to you: for example, to enter the symbol ©, you might like to say “circle see” instead of the existing spoken form “copyright sign.”

Note that **e**ntries containing **symbols**, **digits**, or **unusual spacing** are particularly likely to warrant a Spoken Form. If the written form of a word contains any punctuation, consider providing a spoken form so that there is no doubt as to how the item will be pronounced.

If you add e-mail addresses to the Vocabulary, giving them a Spoken Form can make them quicker to dictate: for instance, **“Amy and John at yahoo dot com”** or even just **“Amy and John at yahoo”** for AmyT&JohnB@yahoo.com.

Note: Spoken forms must not include punctuation, abbreviations, or symbols. Below are a few examples.

Written Form: The Man from U.N.C.L.E
Spoken Form: the man from uncle

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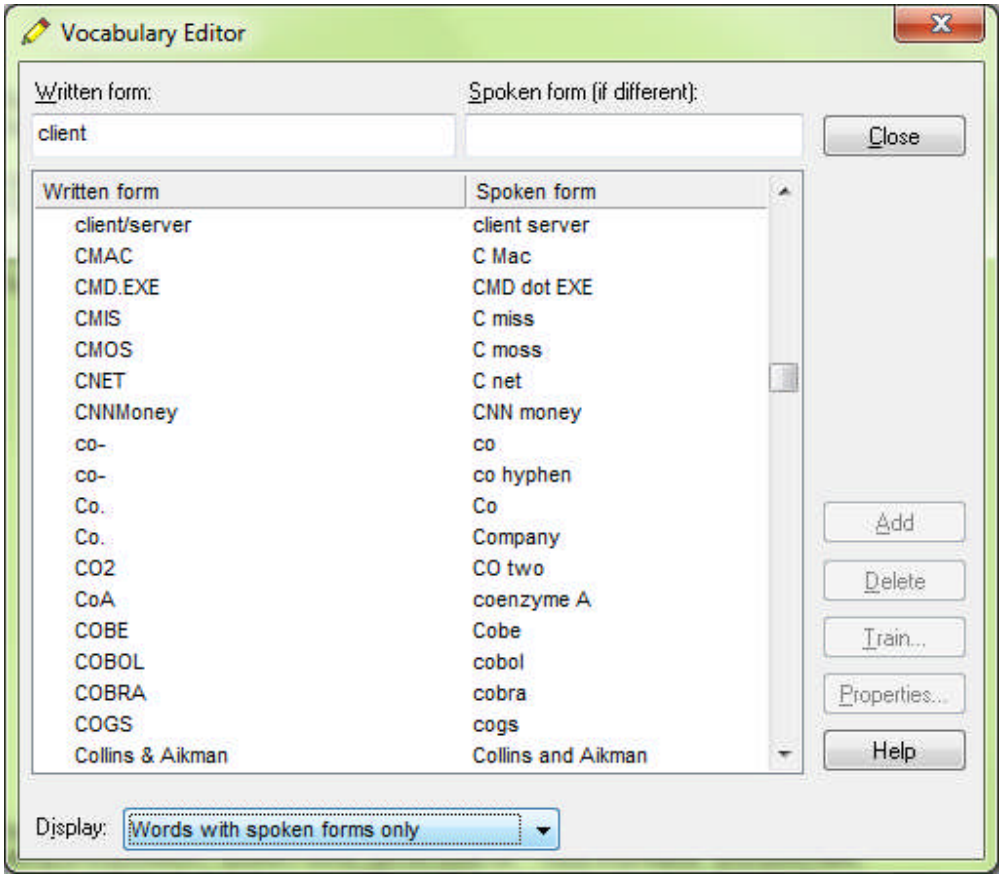
Written Form: St. Clement's Hospital
Spoken Form: Saint Clements Hospital

Written Form: Soddy-Daisy, TN.
Spoken Form: Soddy Daisy Tennessee

Written Form: Trenton-Mercer Airport
Spoken Form: Trenton Mercer Airport



Adding Spoken Forms allows you to dictate in the way that is **most natural**, but also **quickest** for you. In addition to indicating pronunciation, Spoken Forms can be used for "vocal shorthand" and automatic substitution: you say something short and easy, and Dragon types something longer or "trickier" to say (or to remember). This capability can be used to give consistency and clarity to your writings; groups can take advantage of it to help everyone easily comply with recommendations like avoiding abbreviations and potentially confusable items.

To add a Spoken Form in the Vocabulary Editor:

Step 0: First, decide what you want to say, and what Dragon should transcribe when you say it.

For example, suppose Central Lexington United High School is often called CLUHS or "cluss". Do you want Dragon to type *CLUHS* or *Central Lexington United High School*?

Step 1: In the Written Form field, type what you want Dragon to write. Be careful with its capitalization, spacing, and spelling — including symbols or punctuation marks if needed, as in E*TRADE.

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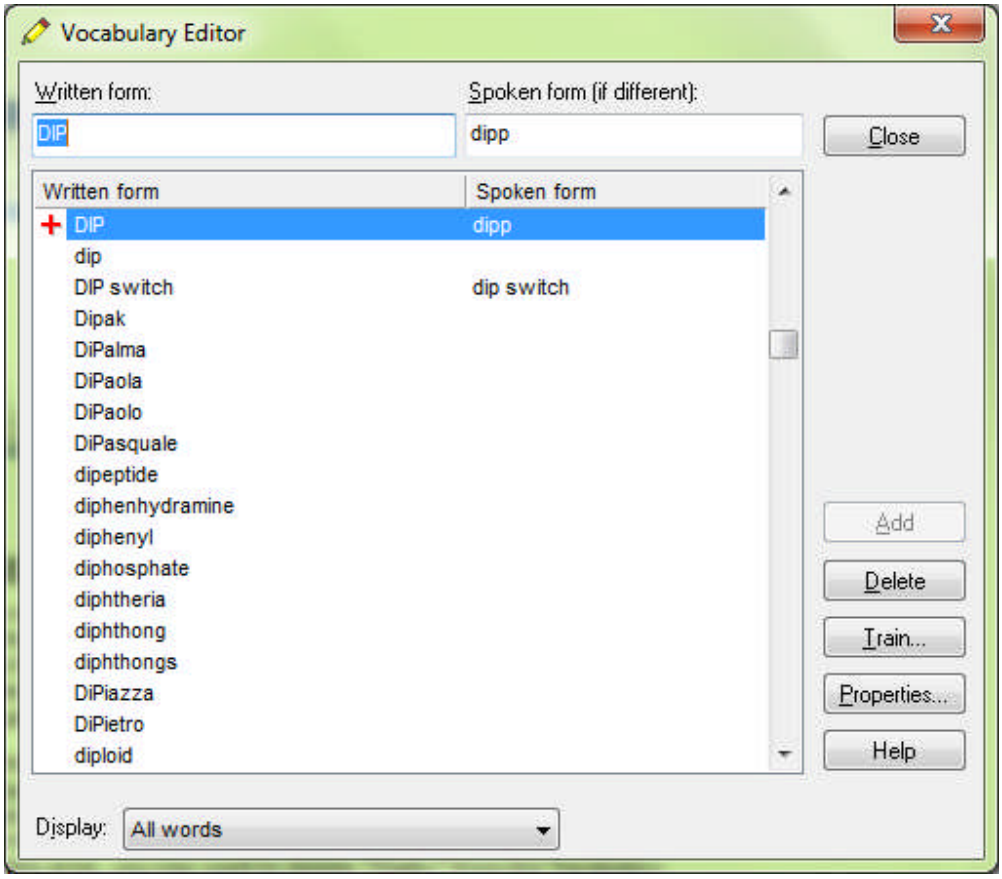
Step 2 In the Spoken Form field, type what you will actually say. In some cases (as in our “cluss” example), you will enter one or more “made-up words” to represent the desired sound.

Step 3: Say Add or press Enter.

Note: If you entered a “made-up word” in the Spoken Form field, Dragon then brings up a dialog box to tell you that it doesn’t know that word and will therefore guess its pronunciation — this gives you a chance to catch any typo you may have made in the Spoken Form.

Illustrated below are examples of custom words and their spoken forms, seen in the Vocabulary Editor:



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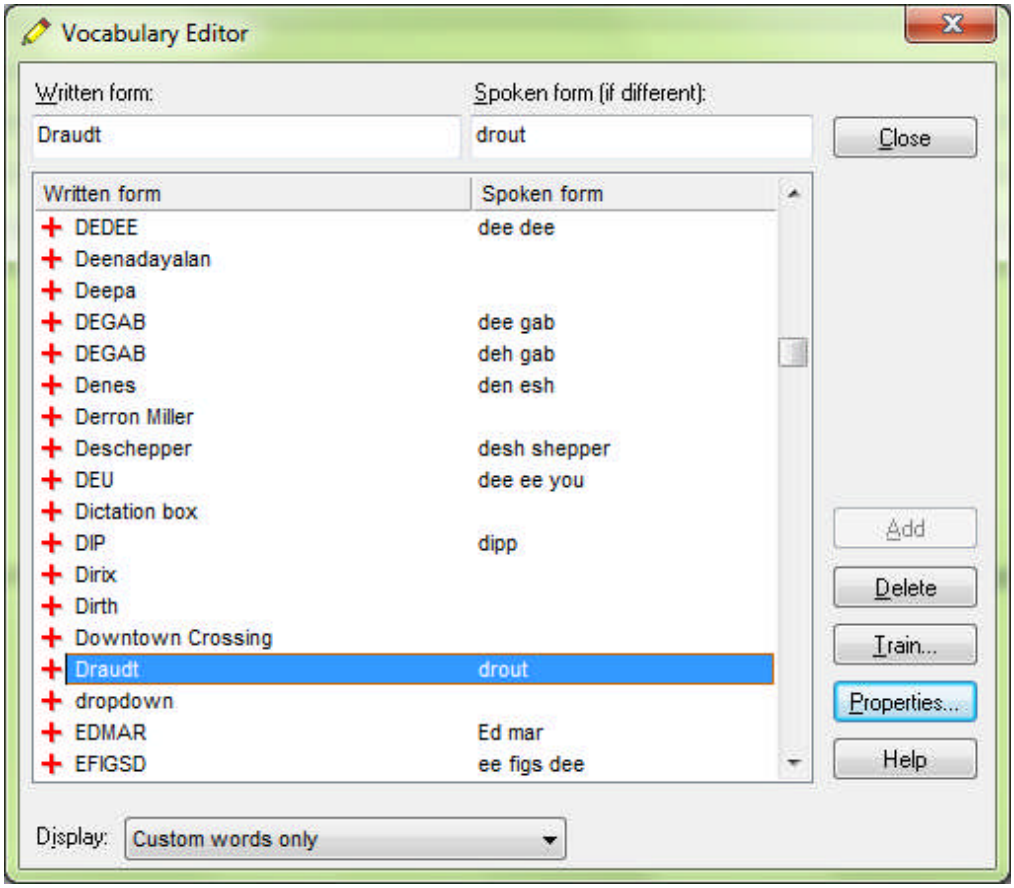

Deleting "Words" and Modifying Word Properties

If you encounter a word or phrase that Dragon does not transcribe as you would like, remember that it might warrant a spoken form or *longer entry* in the Vocabulary and Dragon may need to learn about how and how frequently you use it therefore you want to have Dragon analyze relevant text and run Accuracy Tuning (see the Accuracy Center). Also, particularly if the pronunciation contains non-English sounds, you may want to provide some acoustic "training"—see "Training Words".

You may also run into cases where a word you need is consistently transcribed as another word. If that other word is not important to you, deleting it from your profile's active Vocabulary will solve the conflict by removing your desired word's "competition." For instance: the names Schaeffer, Shaefer, Schaefer and Shafer all sound alike, so if you want Dragon to write "Schaefer" but it typically writes "Shafer" even though you have already corrected the error, you may want to delete "Shafer" from the Vocabulary.

You can do this by finding and deleting the word in the Vocabulary Editor, or you can do it by bringing up the Correction menu over the undesired word after Dragon transcribed it.

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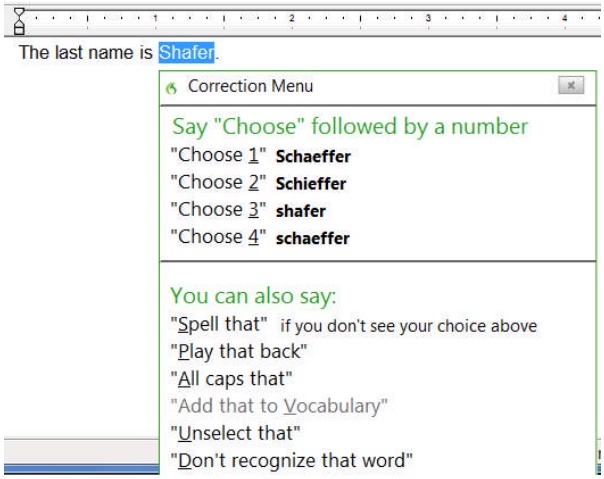


Are you sure you want to delete the following word from the vocabulary?
Shafer
Don't recognize that word
Tell me more about this
Yes
No

Note: Dragon's active Vocabulary comes with literally thousands of entries. As you browse the Vocabulary Editor, you will see many you are very unlikely to ever about what you are dictate, but don't spend time deleting them unless they actually cause a conflict!

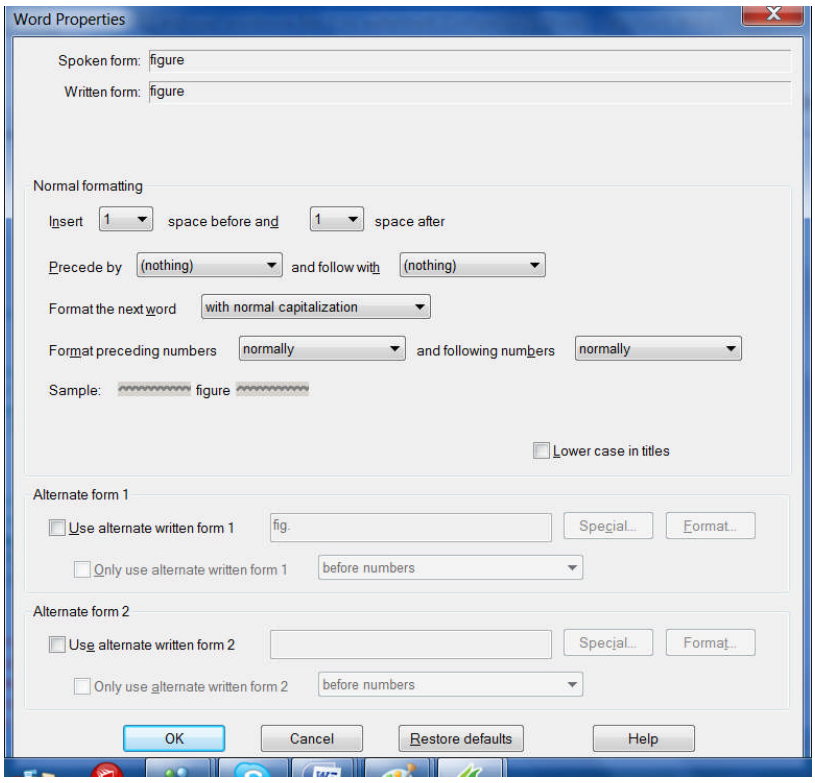
There's more you can do in the Vocabulary Editor! For instance, by clicking its **Properties** button, you open the Word Properties dialog, where you can view or change the *capitalization, spacing and numeral properties* of an entry.

IMPORTANT Use the Word Properties dialog to modify the *Dictation Command* "**new line**" if you want it to trigger capitalization of the following word. (See the lesson Starting to Dictate.) Similarly, you can set the ***ellipsis*** (dot dot dot) to NOT trigger capitalization of the next word.

In the *Word Properties* dialog box, you can also choose one or even two ***alternate written forms.***

For example, you may want:

- the spelling "colour" instead of "color",
- the spelling "**email**" instead of the hyphenated "e-mail",
- the abbreviation "fig." instead of the word "figure" *just before numbers*, as in "fig. 3",
- the *title* Professor instead of its abbreviation.



The Help contains more details. In particular, take a look at the Help topics "The Vocabulary Editor Dialog Box," "Deleting words," and "The Word Properties dialog box."

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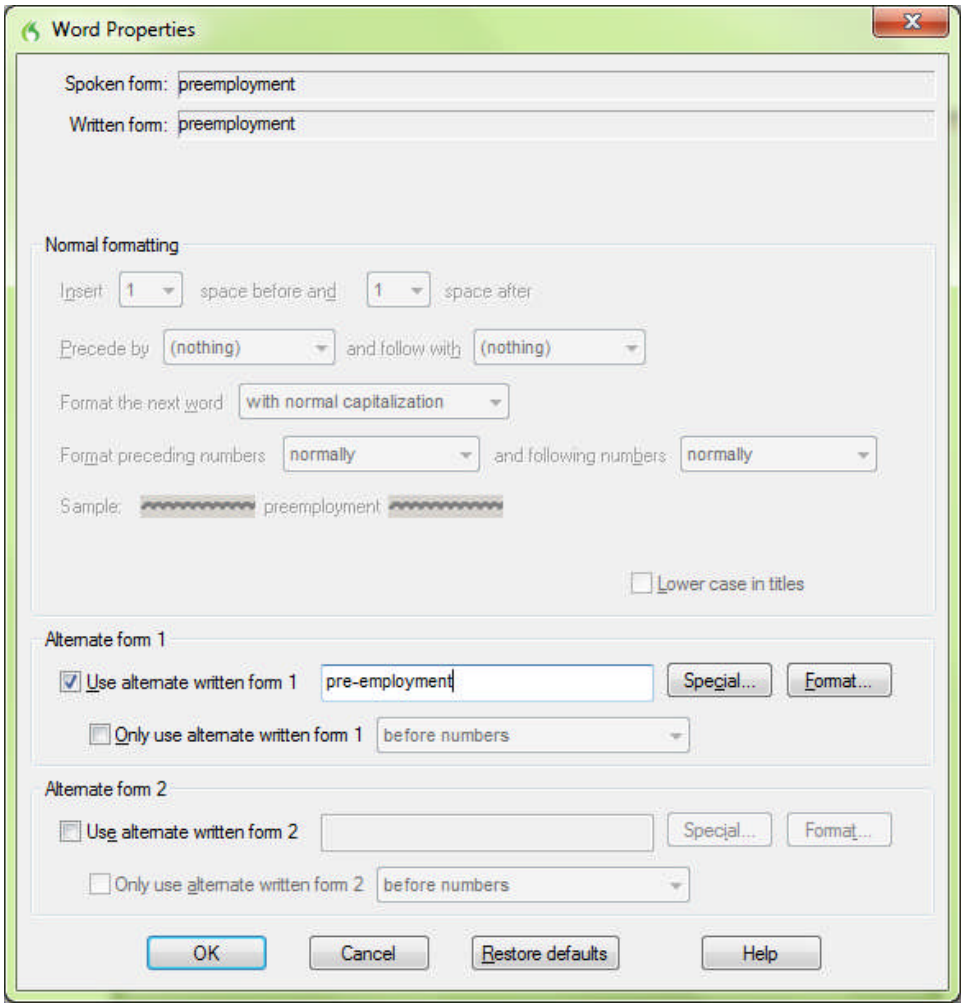
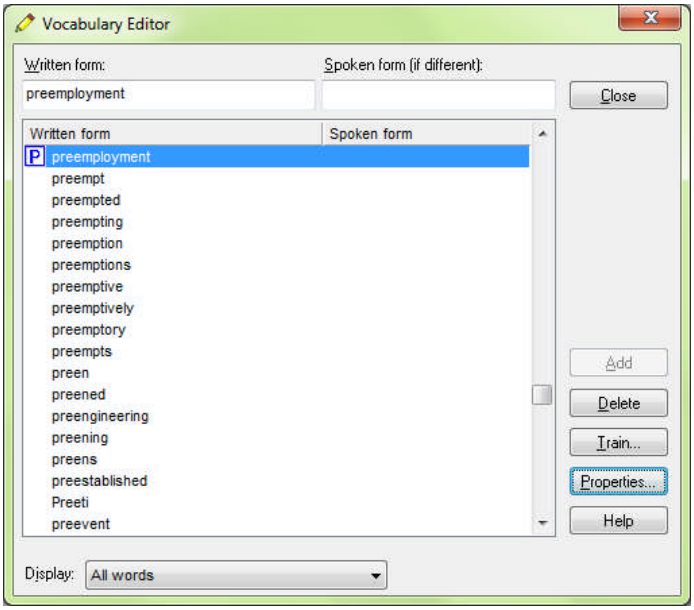
Another example of alternate written form is illustrated below: pre-employment instead of preemployment.


Word Properties
Spoken form: preemployment
Written form: preemployment
Normal formatting
Insert 1 space before and 1 space after
Precede by (nothing) and follow with (nothing)
Format the next word with normal capitalization
Format preceding numbers normally and following numbers normally
Sample: preemployment
Lower case in titles
Alternate form 1
Use alternate written form 1 pre-employment Special... Format...
Only use alternate written form 1 before numbers
Alternate form 2
Use alternate written form 2 Special... Format...
Only use alternate written form 2 before numbers
OK Cancel Restore defaults Help

Note: in the Vocabulary Editor, entries whose properties were modified are marked with a “P” icon.



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Key points about the Vocabulary Editor and Properties

- ✓ You can access the Vocabulary Editor with a command like **edit vocabulary**, through the Accuracy Center, or through the Vocabulary menu of the DragonBar.
- ✓ In the Vocabulary Editor, custom-added entries are marked with a red plus sign; choosing **Custom Words Only** from the **Display** drop-down list allows you to see just the custom entries.
- ✓ You can locate an item by entering it in the Written Form field. By using the **Display** drop-down list, you can also browse subsets like "Custom words only" and "Words containing punctuation."
- ✓ ***Spoken Forms*** are an efficient way to help Dragon transcribe "special words." You can view many examples of Spoken Forms in the Vocabulary Editor. In addition to clarifying pronunciation (particularly useful for items that contain digits, symbols, or silent letters), Spoken Forms can be used to allow the speaker to say something quite different, and much shorter and easier, than their associated written form: you say just "E O B stat", for instance, and Dragon types "Explanation of Benefit (EOB) statement."
- ✓ A Vocabulary entry can have several **spoken forms**, and can have one or two **alternate written forms**.
- ✓ If a Vocabulary entry you don't need "competes" for recognition with something you do need to dictate, you can **delete** that entry from the Vocabulary Editor (for instance, Cassidy and Cassity). To see the words that have been deleted from the vocabulary, you can choose "Deleted words only" from the Display drop-down list.
- ✓ You can view or change the special **Properties** of Vocabulary entries, including spacing and capitalization. For instance, you may wish to change whether Dragon uses the spelling "travelled" or "traveled", whether the ellipsis (dot dot dot) and the Dictation Command "new line" trigger capitalization of the next word…

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Importing Lists of Vocabulary Entries

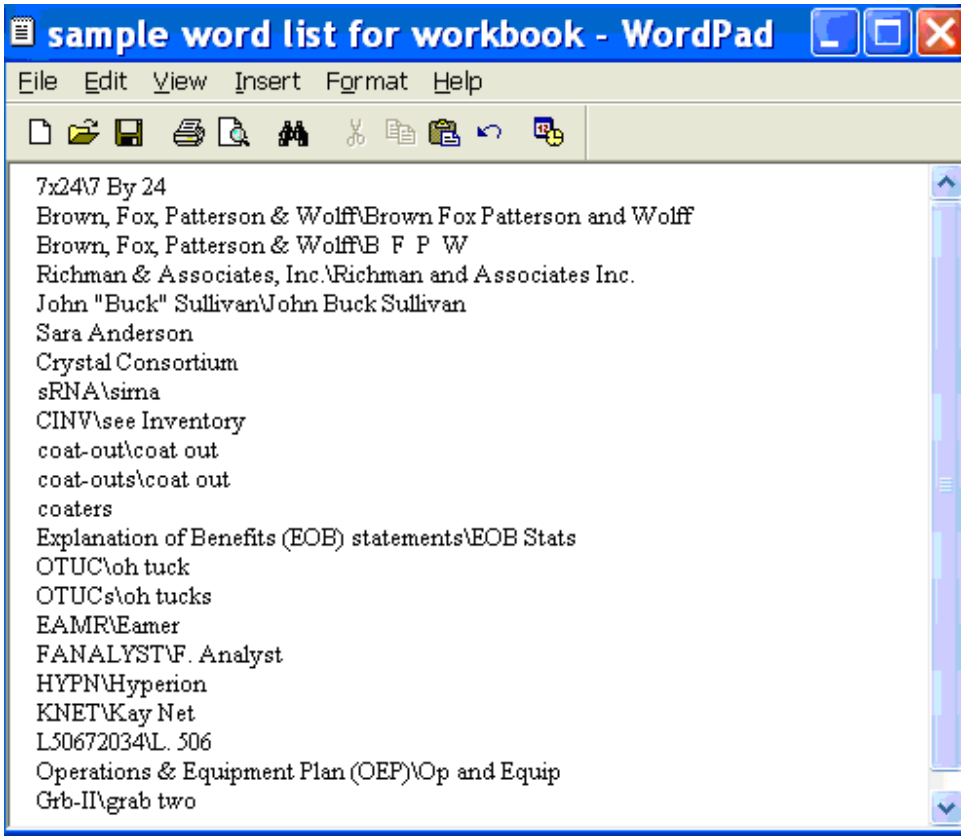
You now know how to add words and phrases one by one in the Vocabulary Editor. If you have many entries to add, this is not the most efficient method, particularly if you already have some relevant lists in electronic form. Dragon's Word Import feature (available in editions Premium and above) allows adding many Vocabulary entries at once, even if they have Spoken Forms.

Observe the sample import list in the illustration below, and identify the motivation behind each entry. You can then make and import one or more lists of your own, as described below.

To create and import lists of "words":

Step 1: Create a document (or edit an existing document) listing entries you want to add to the Vocabulary. You can do it in any word processor as long as you can *save this document as **plain text***.

- Have each entry on a *separate line*.
- Make sure everything is *spelled, capitalized and spaced* correctly.
- To include a Spoken Form, follow the Written Form with a **backslash** character then the Spoken Form: for example, Grb II\grab two.



Step 2: Save this document as a **.txt** file (from the File menu, choose Save As and, depending on the word processor, choose Text Document, Text Only, or Plain Text), then close the file.

Repeat as necessary with other lists. (You may find it convenient to make several lists, such as a list of friends and relatives, a list of professional contacts, a list of product names, a list of local landmarks, etc.)

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Step 3: Say **import custom words,** or use the DragonBar's Vocabulary menu to pick "**Import list of words or phrases**."

Step 4: On the *Add Words from Word Lists* dialog, click the **Add File** button.

The Add File window appears. Locate the file containing your list and click Open; the name of the file you designated is now displayed in the File List.

If you have other lists to import, add their files in the same way.

Add Words from Word Lists
Add Word Lists
File List:
Add File...
Remove File
View File
Click Add File to add a text file containing a list of words to the file list, then press Next.
Note: When importing a word list, each line of text will be added to the vocabulary as a phrase or single word.
< Back
Next >
Cancel
Help

Step 5: Click Next. The software will import the listed items into the Vocabulary.

The imported entries will be viewable in the Vocabulary Editor, where a **red plus-sign** appears next to them (like for entries that were added by means other than an import list).

TIP: From the Vocabulary menu, you can also export all custom-added words into one txt file. This is useful for safe-keeping or for import in other user profiles.

Note:

- In Dragon 12's edition Professional and above, you can choose **.xml** as an export format *so that Word Properties will be captured*.
- In the file that results from the export in Dragon 11 or 12, there are two items of note: a first line (the header **@Version=Plato**) is added automatically and *spoken forms are separated by **two** backslashes* instead of one. If you want to import such as file (as opposed to importing a file you made yourself), do not remove the header line and do not replace "\\" with "\".
- Exported word lists do not include trained pronunciations.

Key points about importing Vocabulary lists:

- ✓ You can add whole lists of Vocabulary entries at once. Prepare the list(s), then open Dragon's list import dialog (you can say **import words,** or choose from the Accuracy Center or the DragonBar's **Vocabulary menu**).
- ✓ Word lists must be saved as **plain text**, and closed, before they can be imported.
- ✓ Each word list entry must be on its own line.
- ✓ To specify a spoken form in a word list, use a **backslash** (\) to separate it from the written form.
- ✓ You can also export all custom-added words into one file (in .txt or .xml format). This is useful for safe-keeping or for import in other user profiles.

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Customizing the Vocabulary from Existing Documents

You now know about importing lists of entries into the Vocabulary. Another efficient way to boost your accuracy is to let Dragon analyze text that is similar to what you are likely to dictate: the *Add Words From Documents* tool use many documents at once to "harvest" potential words to add to the Vocabulary, as well as to "adapt to the writing style" (i.e., learn frequency information). The greater the amount of relevant text Dragon gets to analyze, the better it can adapt its Vocabulary to what *you* usually need to dictate. (This is similar to giving a just-hired transcriptionist many documents in which to observe the terms used, their spellings, the words that often appear before or after, etc.; doing so would help the transcriptionist get ready to transcribe *your* dictations most accurately, right from the start.)

Dragon can perform its text analysis on files of the following types: **.txt** (plain text), **.rtf** (Rich Text), **.doc(x)** (Microsoft Word), **.wpd** (Corel WordPerfect), and **HTML** formats.

TIP If significant text exists only in an application that doesn't normally produce files of these types (PowerPoint is an example), see whether this application lets you copy text so you can paste it in the DragonPad and save it from there, or whether it offers a way to extract plain text (it could be called "export" or "save as outline" for instance.) Also, if essential text only exists as PDF or in paper form, consider using Optical Character Recognition software such as OmniPage to convert into one of the accepted formats.

Step 1: Locate some electronic documents you have written—think of reports, letters, memos, proposals... (As long as they are similar to what you intend to dictate, you can also use documents written by someone else.) The more closely these documents match the dictation you will usually be doing, the better.

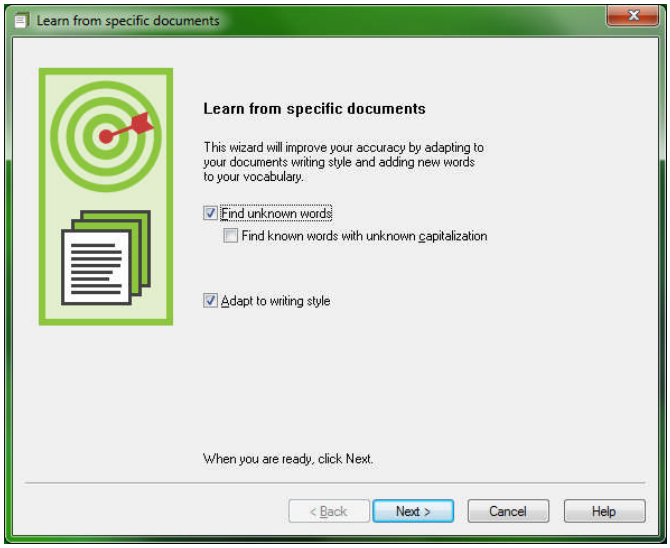
Step 2: Spell-check the documents if necessary (since Dragon would detect misspellings as unknown words.) In addition, remove any foreign-language sections that might be present. Then, **make sure the documents are closed.** The Help contains more details on this tool, including how to best prepare documents for analysis.

Now that you have texts similar to your intended dictations, let's designate them for analysis. (If you obtain more documents later, you can designate them to Dragon at that time.)

Step 3: Say "switch to DragonBar", then "vocabulary" to open the menu, then "learn from specific documents."(There are other ways to do, by voice or by hand.)

Checking the box **"Adapt to writing style"** will make Dragon learn frequency information, which increases accuracy since it helps differentiate between homophones like "world" and "whirled".

Leave this box checked unless you only want to "harvest" potential custom words—for instance, if the text is very different from your normal style, or contains a foreign language.


Learn from specific documents
Learn from specific documents
This wizard will improve your accuracy by adapting to your documents writing style and adding new words to your vocabulary.
Find unknown words
Find known words with unknown capitalization
Adapt to writing style
When you are ready, click Next.
< Back
Next >
Cancel
Help

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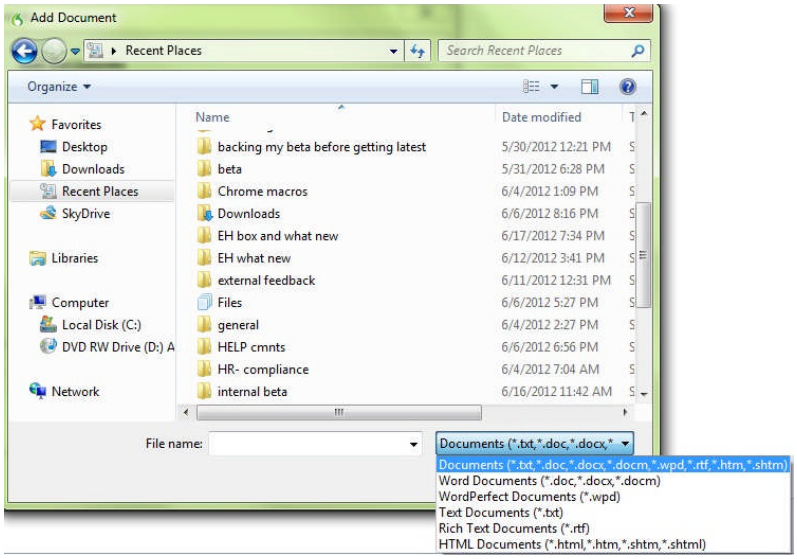
Step 4: On the Add Documents box, click Add Document. On the resulting window, locate and select the relevant document(s), then click Open.

TIP You can select multiple files at once by holding down the Ctrl key or by pressing Ctrl A (the Windows keyboard shortcut for "select all").



Dragon will now analyze the text contained in the designated documents. This may take a moment—if there is a lot of text to analyze, you should run this tool when you do NOT need to use Dragon for something else. Once Dragon indicates that the analysis is complete, click Next.

Dragon will then present you with a list of the "unknown" words it found, with a checkbox next to each one, and the number of times each word was encountered (the words found most frequently are presented at the top since they are most likely to be relevant, unlike those that only occurred a few times.)

Step 5: Uncheck items you do NOT wish to add. (If the list is long, using the **Uncheck All** button will save you time.)

TIP This list may include capitalized forms of common words (such as 'Trainer'); these are usually better left out of the Vocabulary since you can always say "cap" before a word (or capitalize after the fact, thanks to "capitalize <xyz>"), but you may want to add to the vocabulary phrases that contain them, such as 'Senior Technical Trainer' (remember, it's a good idea to add to the Vocabulary the phrases you usually want capitalized).

Step 6: Edit items as warranted: if you wish to modify an item (to **make it lowercase**, or expand on it, for instance) or to give a **spoken form** to an item, make sure it's highlighted then click **Edit**.

This opens the **Edit Word** window, which also presents a little context for the item.

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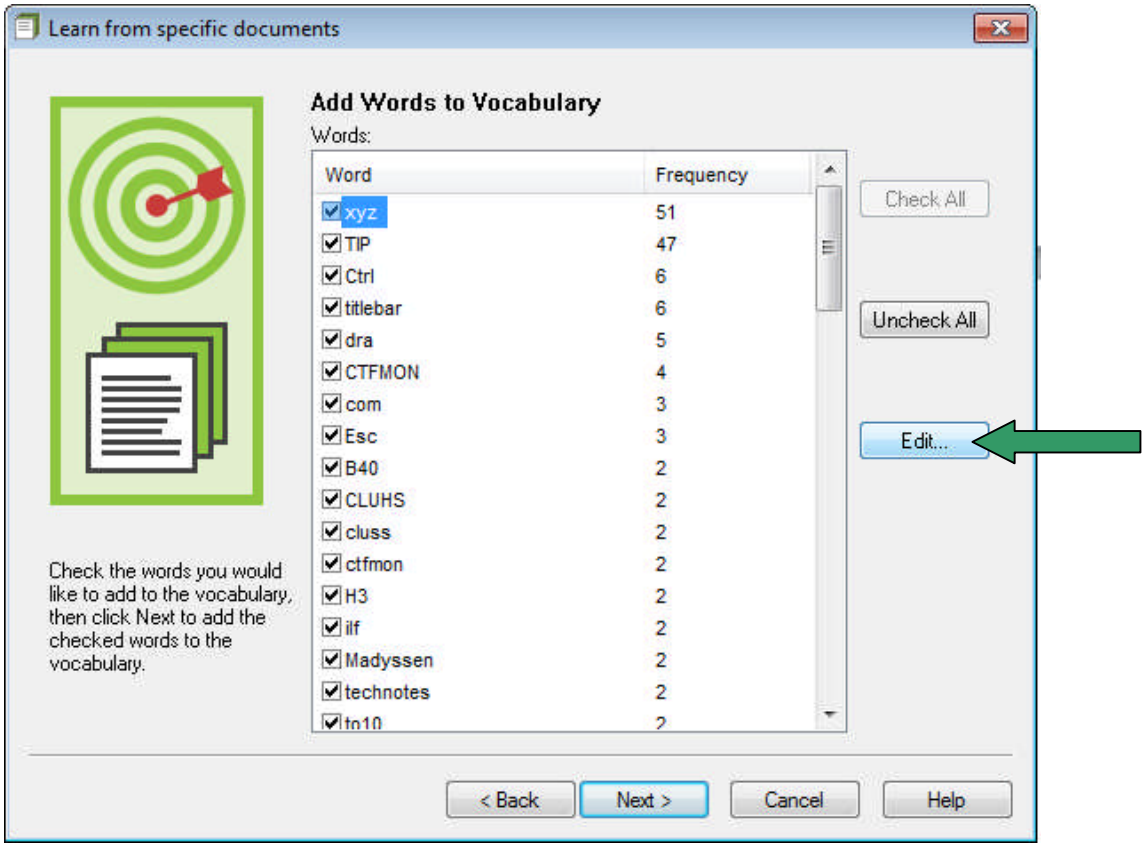

Once you click Next, Dragon gives you the option to provide acoustic training for the selected words. Feel free to take this opportunity to pronounce them, but know that you can skip this step and provide training later just for those words that seem to need it, as explained in this workbook and the Help.

Finally, Dragon will adapt its word-frequency and context information based on the text analyzed (unless you unchecked the box "Adapt to writing style" on the first screen of this tool); this will allow it to better choose between words that sound alike.

Key points about customizing the Vocabulary from documents:

- ✓ The analysis of specific documents is accessible from the Vocabulary menu and the Accuracy Center.
- ✓ This tool can analyze existing documents to learn about the "writing style" you plan to use—meaning, which words are used with what frequency, and which words appear near each other. It's OK to use as input *text written by someone else*, if it's reasonably similar to what you plan to dictate.
- ✓ To be used in this tool, files must be text files (see the type list in the Add Document window).
- ✓ The tool can process many files at a time. You may wish to re-run it whenever you create or find suitable text. **The more (relevant) text is processed, the more refined your profile can become**.
- ✓ When presented with the unknown words the tool found, you can choose which ones to add. Thanks to the **Edit** button, you can modify their spelling as well as give them a **Spoken Form** if warranted.
- ✓ After adding to the Vocabulary items you are likely to dictate, letting Dragon analyze text that contains them helps pre-empt recognition errors.
- ✓ Analyzing specific documents is only one of the ways Dragon can *adapt*; you can learn other ways in this workbook as well as in the Help.

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Customizing the Vocabulary from Your E-Mail

As you learned, Dragon can adapt its Vocabulary based on designated documents. It also has the ability to quickly learn from your usage of several e-mail programs: Lotus Notes, Microsoft Outlook, Outlook Express, and Windows Mail. By "studying" the e-mails you sent as well as the recipient names, Dragon can identify potentially useful contact names to add to the Vocabulary, as well as adapt its statistical information on word usage (frequency and context). This will help it transcribe your dictations more accurately.

You should take advantage of this tool as soon as possible after creating your User profile.

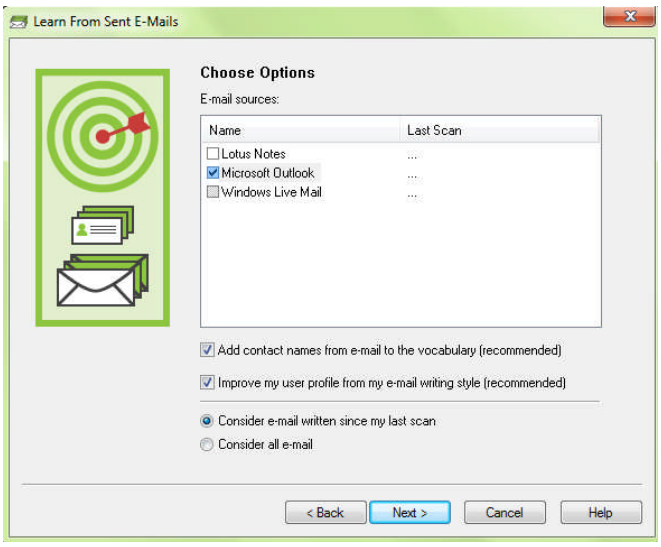
Step 1: Say **open Accuracy Center**, then say or click the link **Increase accuracy from e-mail**.

Step 2: The tool will detect supported e-mail programs installed on your computer and display their names (this may take a moment). Check the checkbox of the program(s) you want Dragon to analyze.

Step 3: Use the checkboxes to indicate whether you want Dragon to only look for *contact names* to potentially add to the Vocabulary, or whether you also want Dragon to *adapt its statistics* based on your sent mail.

The checkbox option to "Improve from my e-mail writing style" will adapt the statistical language model; it is recommended EXCEPT if what you sent in that email program contains another language.

Note: The analysis may keep Dragon busy for a while, especially the first time. Later on, it will go much faster if you choose the option button "***Consider e-mail written since my last scan.***"



IMPORTANT When you start this process, your e-mail program may bring up a message box for you to allow Dragon to access it. If you have several windows open, this message may be hidden *under* another window. Note also that the process may take quite a while if there are many emails to analyze.

Step 4: After its analysis, the tool will display what it identified as potentially useful additions.

The rest of the process is similar to the analysis of specific documents: you can uncheck items (individually or all at once), *edit* items, and train items acoustically if you wish, then Dragon adds to the Vocabulary the checked items -- plus it adapts its language model to the "writing style" (word frequencies and word sequences observed), if you opted for that.

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Key points about customizing the Vocabulary from e-mail:

- ✓ Dragon can quickly adapt its Vocabulary from your use of certain email clients installed on your computer,thanks to a tool available in its Vocabulary menu and Accuracy Center.
- ✓ This tool performs two functions: it finds and lists potentially useful contact names to add, and it also analyzes your sent e-mails to "adapt to the writing style", i.e. to refine the word usage information in the Vocabulary's *Language Model*.
- ✓ As for document-analysis, when presented with the list of potential items to add, you can choose to check all, uncheck all, and edit any of the items: click the item, click the **Edit** button, then modify as needed.
- ✓ Use this tool *as soon as possible after creating a profile,* then every few weeks so that Dragon can adapt your profile from the emails you most recently sent. (After the first time, the process will be quick.)
- ✓ Remember that Dragon needs to "know about" your contacts in order to transcribe their name correctly—this is particularly important for shortcut commands such as "**email the selection to…**" and "**schedule meeting with…**" (supported in Microsoft Outlook).

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Starting to Dictate: Controlling the Microphone

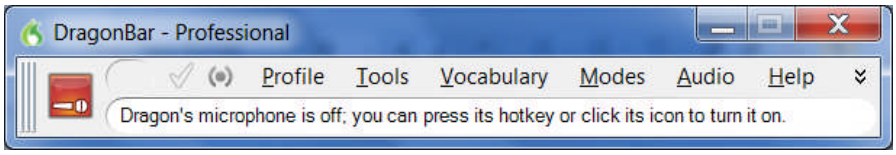
When ready to dictate, you must ensure that Dragon NaturallySpeaking is able to hear you. Your microphone must be connected and positioned correctly of course, but the software also needs to know whether to "listen". This lesson shows several ways to turn Dragon's microphone or on off, and introduces the DragonBar.

Note: If you are using a Bluetooth microphone, make sure that it is not only powered up, but also active (that is, in "call mode"). On the Plantronics Calisto microphone, this is achieved by pressing the headset's button. Please see your microphone's user guide for details, including how to charge the headset and how to pair it with the dongle if necessary.

The DragonBar and the Microphone Icon

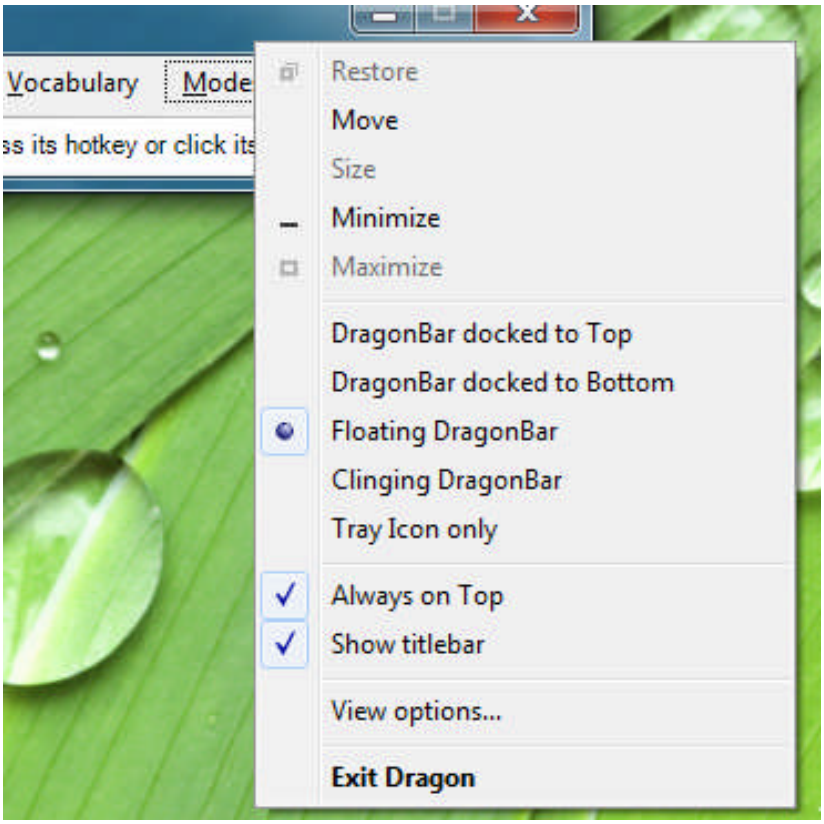
In Version 12, the DragonBar is docked to the top of the screen by default. Be sure to explore, in the Options dialog's View tab, the various ways that you can modify the DragonBar's appearance to suit your preferences.

If you choose "Floating", the DragonBar will be narrower but thicker than when docked to top, and you can move it anywhere on your screen; to drag it, position your mouse over the DragonBar's titlebar or over its "handle" (the gray vertical lines at left.)



Right-clicking the DragonBar brings up its contextual menu. From there, you can say **View options** to open the Options dialog directly on its View tab, you can exit Dragon, and more.

TIP: Saying **Show titlebar** toggles the titlebar on or off. If you like the Floating display but want to save vertical space on your screen, you may wish to toggle off the DragonBar's titlebar.



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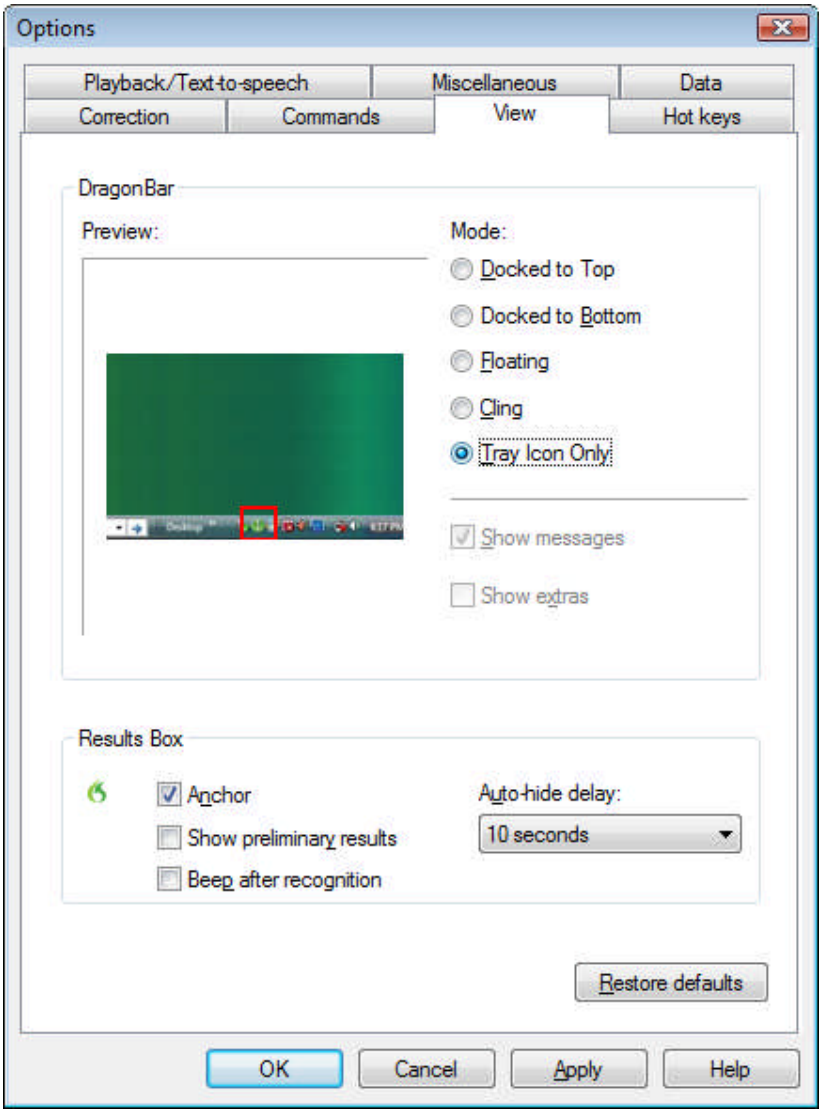
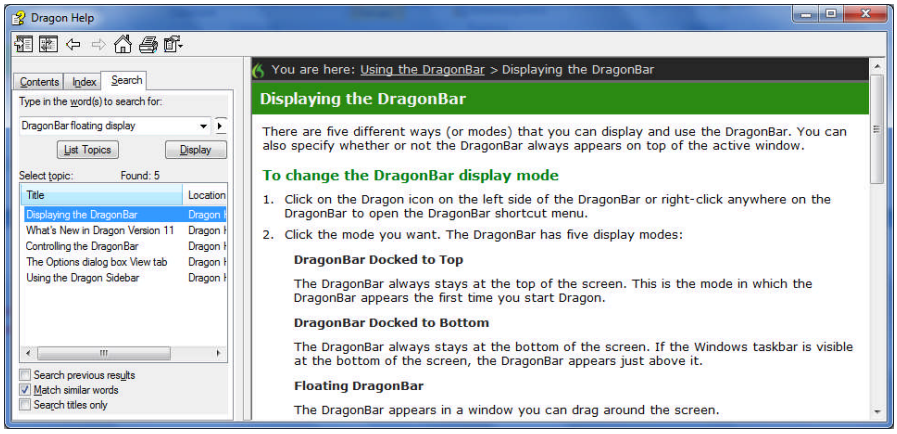


Note: If you set the DragonBar to "Always on top", it will cover secondary Dragon windows, such as the DragonPad and Help screens.

For more details (including using voice commands to switch the DragonBar in and out of “Tray Icon only”), see the Help. Remember that you can quickly search Dragon’s Help by voice by naming one or more search words or phrases, as in, for instance: “**search Dragon Help for DragonBar display**.”


Dragon Help
Contents
Index
Search
Type in the word(s) to search for:
DragonBar floating display
List Topics
Display
Select topic:
Found: 5
Title
Location
Displaying the DragonBar
What's New in Dragon Version 11
Controlling the DragonBar
The Options dialog box View tab
Using the Dragon Sidebar
Search previous results
Match similar words
Search titles only
You are here: Using the DragonBar > Displaying the DragonBar
Displaying the DragonBar
There are five different ways (or modes) that you can display and use the DragonBar. You can also specify whether or not the DragonBar always appears on top of the active window.
To change the DragonBar display mode
1. Click on the Dragon icon on the left side of the DragonBar or right-click anywhere on the DragonBar to open the DragonBar shortcut menu.
2. Click the mode you want. The DragonBar has five display modes:
DragonBar Docked to Top
The DragonBar always stays at the top of the screen. This is the mode in which the DragonBar appears the first time you start Dragon.
DragonBar Docked to Bottom
The DragonBar always stays at the bottom of the screen. If the Windows taskbar is visible at the bottom of the screen, the DragonBar appears just above it.
Floating DragonBar
The DragonBar appears in a window you can drag around the screen.

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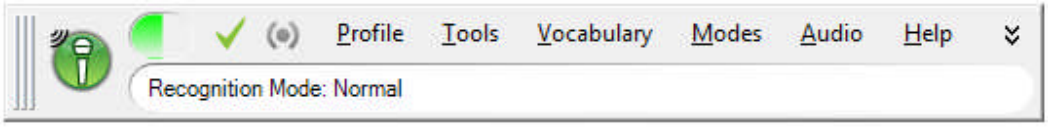
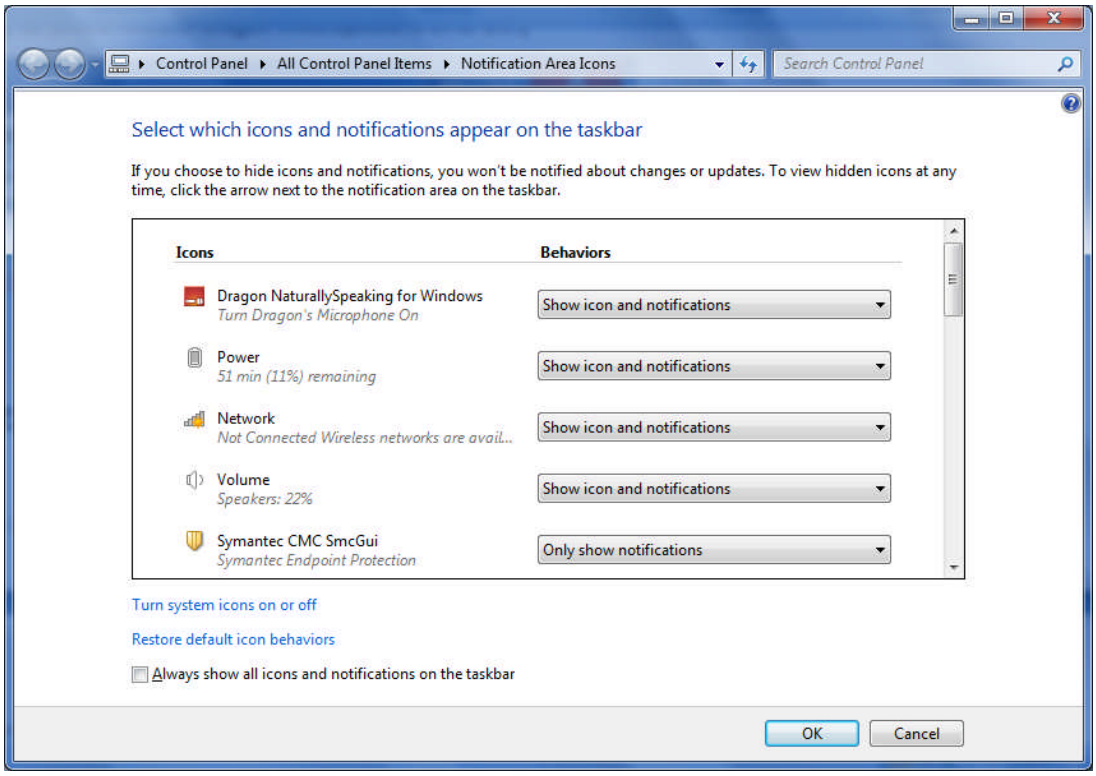
The DragonBar includes several menus, a message area, and a microphone icon which is horizontal when the microphone is off. If you click this icon, it becomes vertical: the microphone is on. You can now click the icon to turn the microphone off. This is just one way to control whether Dragon can listen or not.

Below is a screenshot of the Floating DragonBar, with its titlebar off and the microphone turned on.



TIP The microphone icon is also available in the system tray (on the Windows Taskbar, usually in the lower-right near the time display). You may want to check that your operating system does not hide it among other icons. (The illustration below is from the Notification Area Icons section of the Control Panel in Windows 7.)


Control Panel ▸ All Control Panel Items ▸ Notification Area Icons
Search Control Panel
Select which icons and notifications appear on the taskbar
If you choose to hide icons and notifications, you won't be notified about changes or updates. To view hidden icons at any time, click the arrow next to the notification area on the taskbar.
Icons
Behaviors
Dragon NaturallySpeaking for Windows
Turn Dragon's Microphone On
Show icon and notifications
Power
51 min (11%) remaining
Show icon and notifications
Network
Not Connected Wireless networks are avail...
Show icon and notifications
Volume
Speakers: 22%
Show icon and notifications
Symantec CMC SmcGui
Symantec Endpoint Protection
Only show notifications
Turn system icons on or off
Restore default icon behaviors
Always show all icons and notifications on the taskbar
OK
Cancel

Note: If you like to keep the DragonBar minimized as a Tray Icon only, Dragon 12 lets you display its content by voice command as well by right-clicking the icon: say "**open Dragon's tray menu**."

The Microphone's Commands and Sleep State

One can turn off the microphone by saying the command **microphone off**. There is no command to turn the microphone on given that, when the microphone is off, it can't "hear" anything! There are, however, commands to put the microphone in and out of a "sleeping" state where it doesn't transcribe your words but it *is* still listening. To try this, turn the microphone on by clicking on its icon, then say **stop listening** or **go to sleep**.

IMPORTANT For these and all voice commands, there should be a **brief silence before and after, but none in the middle**, otherwise the program cannot recognize the command and instead transcribes the words. For example, make sure you say the words "**go to sleep**" together in a natural flow, not "go… to… sleep".

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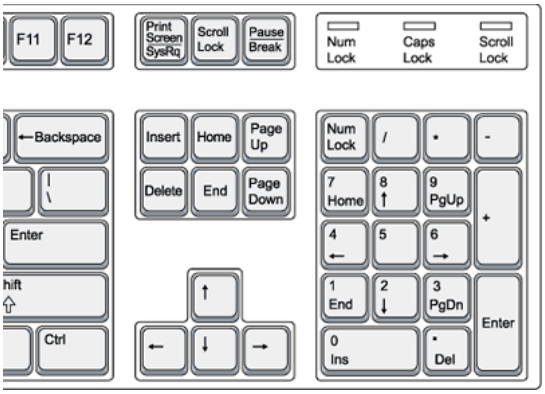
Putting the microphone to sleep is useful when you need to "put on hold" Dragon for a moment. However, leaving it in that state for a long time is not recommended, so do turn the microphone off if you will not be dictating for a while (and are physically able to turn on the microphone manually.)

TIP You can set Dragon to have the microphone asleep when your profile opens, waiting for your command to "wake up", so that no manual action is needed to turn the microphone on. To set this option by voice, say "open Dragon options" then "click Miscellaneous" then "click Have the microphone on but asleep."

The Importance of Hot Keys, including Microphone On/Off

Pressing a key or two is usually quicker than moving and clicking the mouse (and physically easier, too)—software programs, including operating systems, typically contain keyboard shortcuts, or 'hot keys'. Dragon provides hot keys for various useful tasks, including controlling the state of its listening.

If your computer has a full-sized keyboard, press the **plus (+) key** on the numeric keypad (on the far right of the keyboard). Pressing this hot key turns Dragon's microphone on, and then pressing it again turns it off.



If your computer does not have a numeric keypad, or you wish to keep the plus key for other use, designate a new key to serve as the microphone on/off hot key. This is done through Dragon's **Options** dialog box:

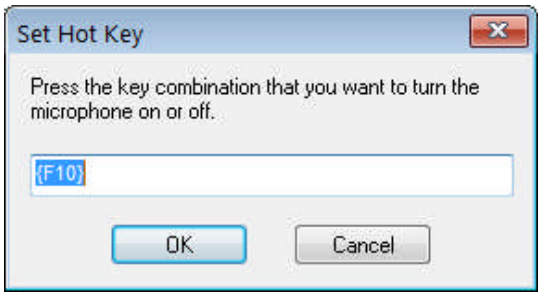
Step 1: On the DragonBar, click Tools, then Options (you can also say **open options dialog**). Click the tab labeled Hot Keys (you can also say **click Hot Keys**).

Step 2: Click the button **Microphone On/Off**. A window entitled Set Hot Key appears.

Step 3: Press the desired key (or key combination), then press Enter. F10 is typically a good choice.

(If the hot key you pressed is already assigned in another application, Dragon will let you know.)

Step 4: Back in the Options dialog box, click Apply, then OK.



Note: Dragon also offers a hot key to toggle the microphone between sleep and listening.

IMPORTANT: When using the Remote Microphone app as your source, you cannot to use Dragon's microphone button on the DragonBar or the tray icon, or the microphone hotkey. You must tap the app's microphone icon, or use the sleep commands. Also, you may wish to disable your device's auto-lock feature (or set it to a longer time).

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Key points about controlling whether Dragon "listens"

- ✓ Dragon "listens" whenever its microphone is on. Remember to turn the **microphone off** (or put it into its sleeping state if appropriate) when you are not dictating, like before answering the phone, speaking to someone, or clearing your throat; this is a simple but important habit you should develop quickly.
- ✓ Pressing its hot key is usually the fastest and most convenient way to turn the microphone on and off; you can also click the microphone icon on the DragonBar or in the System Tray.
- ✓ You can change any of Dragon's default hot keys, including the microphone's, in its Options dialog (say **open options dialog**, then **click hot keys**).
- ✓ You can turn the microphone off by saying **microphone off**, but then the mouse or keyboard need to be used to turn it back on. You can say **go to sleep** or **stop listening** to put the microphone into a sleeping state and then say **wake up** or **listen to me** when you wish to dictate again.
- ✓ **Microphone off**, **stop listening, go to sleep**, **listen to me** and **wake up** are voice *commands*. In order for Dragon to recognize and execute the desired action, you must pause slightly *before and after but not in the middle of the command*.
- ✓ When using the Remote Microphone app as your source, you cannot to use Dragon's microphone button on the DragonBar or the tray icon, or the microphone hotkey.

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Starting to Dictate: Your First Dictation

You can use Dragon NaturallySpeaking to dictate into virtually any Windows application. Further in this workbook, you will learn how to start programs by voice (but one doesn't need to have started a program by voice in order to dictate into it.)

What you dictate will be inserted wherever your *insertion point* (cursor) is located in your document. There are many ways of moving the insertion point by voice, but know that you can also re-position it by hand (clicking the mouse where you want it, or using your keyboard's arrow keys) just as you normally would.

TIP Before dictating, make sure the desired window is *active* (its *title bar* should not be dimmed), and the insertion point (vertical bar) is where you want your dictation to appear. (Your operating system can make such visual elements easier to see. For example, Windows XP's Accessibility Wizard, under Start > Programs > Accessories, walks you through various items that can be helpful, such as increasing the thickness of the insertion point.)

Dictating Text and Punctuation Marks

Here are the most common punctuation marks, followed by what you say to "voice-type" them:

.	**period** (or full stop)	!	**exclamation point** *or* **exclamation mark**
,	**comma**	:	**colon**
?	**question mark**	;	**semi-colon**

For these exercises, start a word processor (for example, you can say **start DragonPad**).

Exercise 1: Look at the following sample, dictate it, then say **microphone off**. (If any word is misrecognized, ignore it for now.) The very first words may take a moment to appear on the screen; this is normal.

> How is this different from dictating to a person? I should try to provide clean input: speaking naturally, but without mumbling or trailing off!

CAUTION Do turn off your microphone when you finish dictating! If your last sentence reads something like "trailing off! Microphone off", you probably forgot to pause briefly before giving the command. (If you cannot use your hands, say "go to sleep" or "stop listening" instead of "microphone off.")

New Line and New Paragraph

With Dragon active, you can press your Enter key, but you can also simply say the commands **new line** and **new paragraph.**

Note: When you start dictating your new paragraph, Dragon will capitalize its first letter automatically, just like it automatically capitalizes after a period, an exclamation point, or a question mark. By default, Dragon does NOT capitalize the first word after **new line** or **colon.**

TIP If you prefer **new line** to trigger capitalization, you can change its default via the *Vocabulary Editor*, since **new line** belongs to a special group of commands accessible there; these so-called *Dictation Commands*, such as **"cap", "caps on"** and **"numeral"**, appear near the very top of the Vocabulary Editor's list, with a blank Written Form field. To find them quickly, change the Display drop-down list to **"Word with spoken forms**

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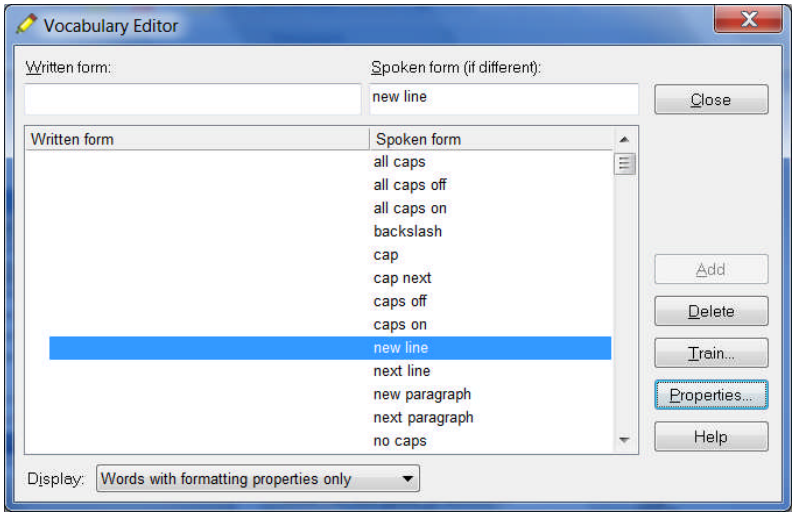
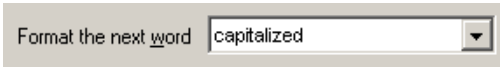
only”. Once you’ve highlighted **new line** in the Vocabulary Editor, say or click **Properties**, then choose “capitalized” from the drop-down list **“Format the next word”**.





The Results Display and its Options

Exercise 2: Study the following text sample then dictate it in a blank document. (Ignore any errors for now.)

> The more I use it, the software will adapt to the way I sound and the words I use. At the same time, I will also acquire good habits like pausing optimally, keeping silent when hesitating, and turning the microphone off, or putting it into its sleep state, when necessary!

As you dictate, a small “rolling” Dragon icon appears, indicating that recognition is in progress.

If the option “show preliminary results” is enabled (on the View tab of the Options dialog), you will instead see the following as in version 10 and prior:

- Your words first appear in a small horizontal rectangle. This is called the *Results Box*.
- Words accumulate in the Results Box until you pause, at which point they appear in your document. If many words are dictated without a pause, the Results box automatically stretches out.
- The contents of the Results Box sometimes change as you speak; what first appears there may not be what is inserted in your document, since Dragon sometimes revises its original guess based on subsequent words.

Dragon uses the everything it hears between two pauses to best choose what exactly it should transcribe; this is particularly important for words that can be spelled in different ways, like “to” and “too”. If you speak single words, or only a few words at a time, the software has few or no contextual clues. For this reason, long continuous “utterances” can be recognized more accurately than short ones (and long words better than short ones).

IMPORTANT Try to formulate your sentences and commands *before you start dictating them*. This can be challenging at first, particularly for those who have been “thinking through their fingers” for years, but you’ll develop the habit once you see what a difference it makes.

Exercise 3: Dictate a paragraph of some four sentences on today’s weather. (For now, ignore any errors.)

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Did you forget to dictate punctuation in this paragraph? It can be harder to remember when we are "composing out loud" but, with practice, it will become second nature.

TIP You can take advantage of Dragon's option to automatically insert **commas** and **periods** as you dictate—see Auto-Formatting under the DragonBar's Tools menu. The Help contains details about this "Natural Punctuation" option and the commands to turn it on and off.

IMPORTANT The location and behavior of the Results indicator can be customized from the Options dialog's View tab. Many users find it most convenient to "anchor" the indicator to a place where it's unlikely to hide anything, such as the bottom right corner of their screen; to do that, just check the "Anchor" checkbox, close the Options dialog, then drag the indicator to the desired place.

Below are other frequent punctuation marks—you may want to say them out loud once before the next exercise. Note in particular the ellipsis and the difference between **dash** and **hyphen**.

Remember that you can use the Vocabulary Editor to see punctuation and symbols with their existing spoken forms, as well as to add your own spoken forms, and to modify properties (such as "having no following space" like the open quote.)

"	**open quote**	…	**ellipsis** *or* **dot dot dot**
"	**close quote**	&	**ampersand** *or* **and sign**
(	**open paren** *or* **open parenthesis**	--	**dash**
)	**close paren** *or* **close parenthesis**	-	**hyphen**

TIP You don't always have to say hyphens: thanks to its built-in Vocabulary, Dragon can automatically include hyphens in items such as 3-year-old, above-mentioned, after-tax, ad-libbed, ankle-length, anti-infective, as well as famous hyphenated names like Abdul-Jabbar. (To see many, you can choose "Words containing punctuation" in the Vocabulary Editor's dropdown list "Display".)

You can *prevent* Dragon from entering a hyphen by pausing or saying "spacebar" where the hyphen would be.

Exercise 4: Dictate the following sample. (If any recognition errors occur, ignore them for now.)

> These lessons remind me that "practice makes perfect." (Who said this, Confucius?)
>
> When it comes to speech-recognition software, truer words were never spoken…

TIP At the moment one turns off its microphone off, Dragon may still be working on the last sounds it heard.

Key points for your first dictation:

- ✓ What you dictate is transcribed at the *insertion point* (the blinking vertical bar), the place where characters would appear if you started to type. Before you dictate, make sure that the desired window is not just visible, but also has the focus.
- ✓ To modify how Dragon indicates that recognition is in progress, use the View tab of the Options dialog (to bring up this dialog, you can say **open Dragon options**). To avoid situations where the Results indicator (icon or stretching box) prevents you from seeing something on your screen, you can "anchor"

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it (check the “Anchor” checkbox, then close the Options dialog and drag the indicator to the desired place). You can also change how long it remains on the screen.

- ✓ Speaking in longer, continuous phrases provides contextual clues and thus helps Dragon choose between *homophones* like “right” and “write” or “to” and “two”.
- ✓ Punctuation is part of the dictation context—it has an impact on recognition accuracy.
- ✓ Two very frequent *Dictation Commands* are **new paragraph** (which creates a blank line) and **new line**.
- ✓ By default, **new line** does NOT trigger capitalization of the following word; you can change that through the Vocabulary Editor’s Properties dialog.
- ✓ Your very first dictated words may take a moment to appear on the screen. This is normal.

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Dictating Prices, Units, Dates, Times, Addresses…

Dragon NaturallySpeaking follows spacing and capitalization rules: for example, it inserts a space after comma but none before, and it capitalizes at the beginning of sentences and paragraphs.

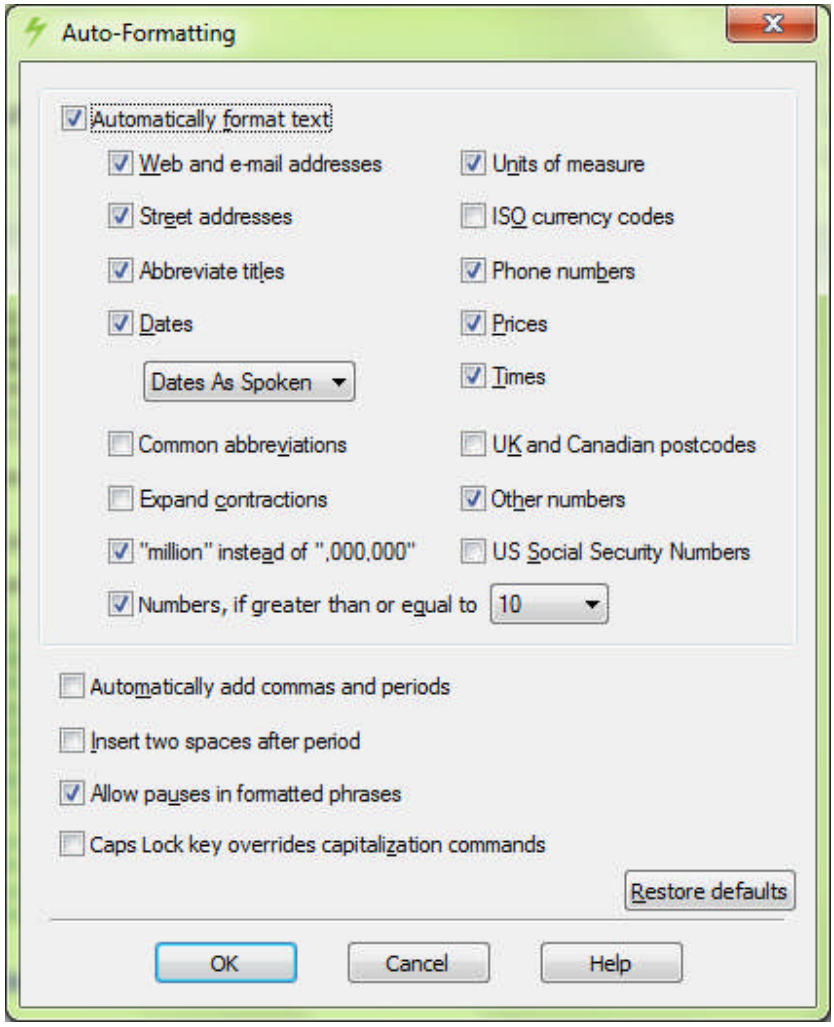
In this lesson, you learn about contextual *automatic formatting* that allows you to naturally dictate prices, times, dates, abbreviations, contractions, units of measure, street addresses, e-mail addresses, URLs, ISO currency codes and other special text. You also learn about *Spell Mode* and other *recognition modes*.

Automatic Text Formatting During Normal Dictation

On the Auto-Formatting Options dialog (available from the Tools menu), you can turn Dragon's rules of automatic formatting off and on, as desired. For example, you can choose to have Dragon:

- Transcribe numbers greater than two as *numerals*. (By default, Dragon follows the rule that small integers should be written as words unless in contexts such as a unit or address.) Use the drop-down list on this dialog.
- **Expand *contractions*** (such as "won't" and "didn't").
- Insert *two spaces after periods*.

Please see the Help for details.



TIP The Vocabulary Editor's ***Word Properties*** dialog offers related capabilities. It lets you obtain contextual formatting: you can ask that numerals always be used after a particular word (as in "version 4") and you can set ***alternate written forms*** (for instance, if you prefer "figure" to be written "Fig." before numbers, as in "Fig. 3").

Note: The Vocabulary Editor also lets you change the properties of *Dictation Commands* (for instance, you may wish **"new line"** to trigger capitalization, as "new paragraph" does).

Please see Vocabulary Customization.

Exercise 1: Dictate some phone numbers with and without area code. (No need to say "hyphen".)

Please call 607-585-3926 instead of 587-1239. Toll free directory: 1-800-555-1212

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TIP By default, Dragon applies its automatic formatting rules even if you pause within the segment (the option **"Allow pauses in formatted phrases"** lets you turn this off.) If you need to dictate sequences of 7, 10 or 11 digits and do NOT want them formatted as phone numbers, one trick is to say **"numeral"** just before.

Exercise 2: Dictate the following address. For the line containing the zip code, just say **Oakland California 9 1 2 3 5;** Dragon automatically uses the postal abbreviation for the state and precedes it with a comma.

127 Evergreen Terrace Oakland, CA 91235

Exercise 3: Dictate the following dates. (Dragon automatically formats when you say, for instance, **"Monday July sixteenth 2009"**.

TIP: You can change the default date format to one of those offered on the Auto-Formatting options dialog.

Monday, July 16, 2009	10/15/09 (say **slash**)	12-7-2013 (say **hyphen**)

Exercise 4: Dictate a few sentences containing prices, including the one here. (Say **four dollars and ninety cents**; Dragon will automatically format it with the dollar sign and dot.)

Suggested retail price: $4.90

Exercise 5: Dictate the following sentence, or a similar one containing a URL. Pronounce the URL **w w w dot the best business dot com**. Dragon will automatically remove the spaces between words.

Please visit www.thebestbusiness.com for more information.

Exercise 6: Dictate the following e-mail addresses. (Remember: for e-mail addresses you frequently dictate, adding them to your vocabulary will ensure that you can dictate them quickly and with high accuracy.)

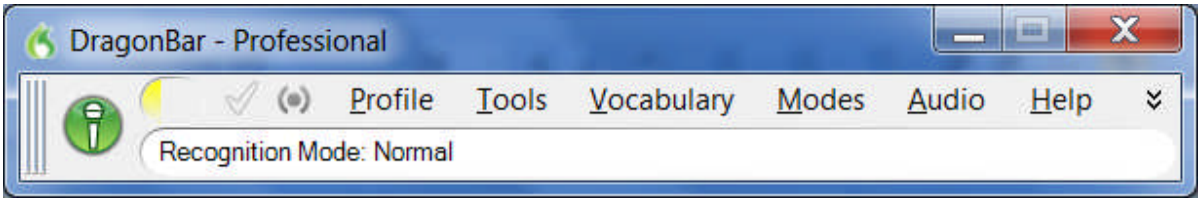
Laura_Miller@domain.com (say "Laura underscore Miller" and "at" or "at sign") customerservice@electricalexperts.com ("customer service at sign electrical experts dot com")

The Restricted Recognition Modes

There may be times when you want Dragon to recognize *less* than it normally does. You may want to speak only commands, or enter many numbers or characters in a row—when inputting figures or product codes into a database, for instance.

Take a moment to explore Dragon's restricted *recognition modes*, which include Numbers Mode, Spell Mode, Command Mode and Dictation Mode. (Please see the Help for details beyond the ones below.) Note: Dragon includes a persistent indication of the current recognition mode on the DragonBar (next to the Full Text Control checkmark).

TIP Dictation Mode can be helpful if you want to dictate *as quickly as possible*.



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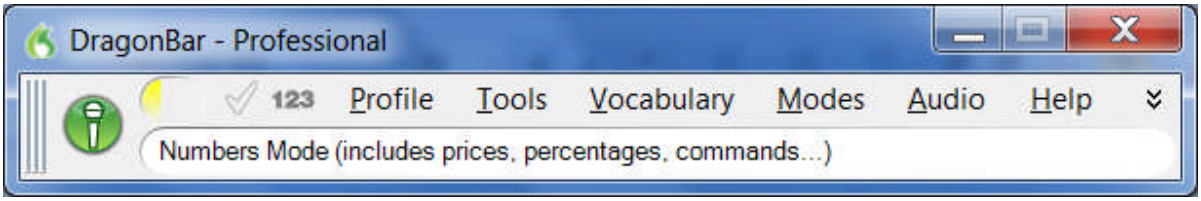
Numbers Mode -- Dictating Numbers Exclusively

When you are about to dictate a sequence of numeric data, consider switching to *Numbers Mode*. When in this mode, the software tries to recognize everything it hears as number-related (or as a command).

Step 1: Say **numbers mode on** or choose Numbers Mode from the DragonBar's Modes menu. (Notice the status message in the DragonBar.)



Now that Dragon is in Numbers mode, you can:

- dictate numbers and punctuation (**hyphen**, **dollar sign**…). For decimal point, say **dot** or **point**.
- say new line, new paragraph and space
- say **move up|down|left|right <number>** to move the focus to another line, cell, or item.

Step 2: To resume regular dictation, you can say a command such as **switch to normal mode,** or use the Modes menu.

Spell Mode -- Dictating Letters, Digits, and Other Characters

The Spell Mode is useful for dictating character sequences which don't form pronounceable words, as is often the case for part numbers, license plate numbers, codes, usernames and passwords… It's also useful for spelling out terms which you anticipate Dragon won't know, such as words in a foreign language or unusual product names. Of course, if you plan to use these words or phrases more than once, you should add them to the Vocabulary, with spoken form if warranted.

Step 1: Say **Spell Mode on** or **Switch to Spell Mode**. The DragonBar will indicate that Spell Mode is on.

You can now dictate characters, including letters, **digits, and symbols**, as well as **spacebar**.

- To capitalize a letter, say **cap** immediately followed by the letter.
- As in Numbers Mode, you can use the **move <direction> <number>** commands to navigate. You can also say **space**. (Dragon will not automatically handle spacing as it usually does.)
- You cannot use **new line** or **new paragraph**, but you can say **press Enter**.

Step 2: You can return to normal dictating by voice (**Spell Mode off**…) or by hand (Modes menu> Normal Mode).

TIP The Help topic "Spelling Characters" contains the list of possible pronunciations, including the **alpha-bravo-charlie** alphabet and accented characters like "n tilde" and "alpha umlaut". When spelling out, you can also say "oh" instead of "zero".

The Spell Command -- Dictating characters within Normal Mode

IMPORTANT If you need to dictate a sequence of characters in the *middle of normal dictation*, the ***Spell command*** is usually faster than switching in and out of Spell mode: while in Normal Mode, you can say **"spell"** *immediately* followed by a sequence of characters (digits, letters, symbols, and **space** or **spacebar**). See the Help for details.

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This can also be useful in cases where you want to put on the screen a word that would normally be interpreted as a symbol or a command. For instance, if you wanted to be sure that Dragon types the word "comma" instead of the character comma, you could say "**spell space C O M M A**". This is also useful for the word "cap" which is also a Dictation Command (to trigger capitalization of the following word): say "spell space C A P."

Exercise 7: Dictate "access code: 75Zq/7", then practice with character sequences of your choice. (Pause briefly after the colon, then say "**spell 7 5 cap zee cue slash 7**". Try to not pause at all during the sequence; if you paused, just resume by saying "**spell**" immediately followed by the rest of your sequence.)

Key points about dictating numbers and special text

- ✓ Dragon can format dates, times, prices, street addresses, phone numbers, Web addresses, units of measure, and other special text automatically. The **Auto-Formatting** options dialog (from the Tools menu) lets you turn these built-in rules off or on as desired. Also, the **Word Properties** dialog lets you adjust spacing, capitalization, abbreviations (such as Gen. for General) and other alternate written forms (such as "honour" and other spellings used in Canada). In version 12, Dragon reaches out to you through its Smart Format Rules box when it detects that you made a change that might warrant adjusting one of its format-related settings.
- ✓ The restricted recognition modes can make dictating special text more efficient. They are accessible by voice commands ("**Numbers Mode on**", "**switch to Normal Mode**") and through the DragonBar's Modes menu.
- ✓ Dictation Mode can be helpful if you want to dictate *as quickly as possible*.
- ✓ If you will be dictating only numbers and punctuation, consider turning Numbers Mode on.
- ✓ If dictating a long sequence of characters (letters, digits, punctuation, symbols), consider Spell Mode. The Spell command is good for short sequences which you can say all at once, without pausing, such as "spell space T W O".
- ✓ When spelling out, you can use alternate pronunciations for the letters (such as alpha, bravo, etc.) and insert a capital letter by saying **cap** just before the letter. You can also say **space** or **spacebar**. (In Spell Mode, Dragon doesn't handle spacing as it usually does.)

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Correcting Dragon's Errors in Your Dictated Text

Human beings sometimes can't recognize words correctly—especially if the speaker and the listener come from different regions, if the speaker is discussing an unfamiliar subject, or if the words are not well articulated. In addition, when we hear a word for the first time, we may not know how to **spell** it. Some people's first or last names can be spelled different ways (like Gene/Jean, Hansen/Hanson).

This is also true for Dragon! The software uses contextual clues and statistical information to guess what to transcribe, but sometimes cannot guess correctly. In particular, it may not recognize uncommon words on the first try, and instead types something that was likely according to its statistics. It cannot recognize and transcribe a word it has never seen.

Fortunately, in addition to optimizing acoustic factors, taking advantage of the vocabulary customization tools and using proper correction techniques will significantly reduce the number of errors. Dragon's Help contains many details about the different ways to perform it, including by keyboard.

You can choose *when* to perform corrections. If you look at your screen while dictating and you notice that Dragon just got a word wrong, it's usually best to finish your train of thought before you correct that misrecognition: you may want to at least finish your paragraph. That being said, if the misrecognition affects a word which is likely to appear many times in your document, it's a good idea to correct it as soon as possible.

Handling multiple matches in your text

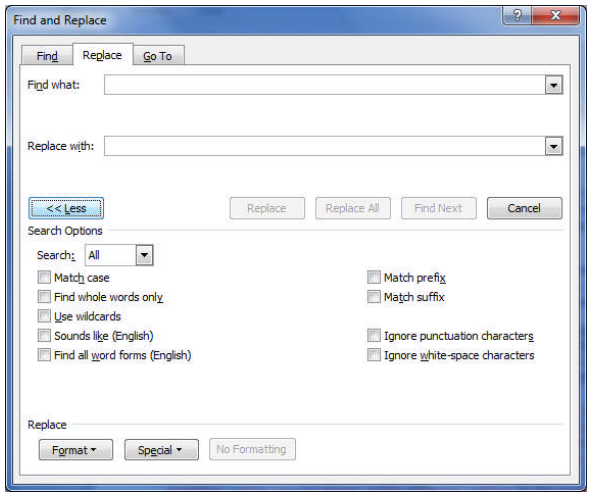
Dragon 12 lets you directly address a specific word or phrase in your text. When you give a command such as "correct <xyz>" or "bold <xyz>" or "delete <xyz>" or "capitalize <xyz>"(<xyz> being the word or phrase to address) and Dragon finds several matches, Dragon places a number next to each match.

You can then say the number of the desired one.

If you wish to affect all matches at once, you can say **"choose all"**. (If you want the numbers to disappear, say "cancel", click your mouse, or just keep dictating.)

Saying "undo that" undoes the change for just the last instance of <xyz>. To undo the change to all instances, say **"undo all**".

Note: "Choose all" cannot work for "select" or for "insert before/after". If you wish to replace several instances, you may want to explore **your application's capabilities for replacing**, including specific capitalization (the illustration below is from Microsoft Word 2010).



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IMPORTANT: In Dragon's commands, <xyz> represents the relevant segment on the screen (which could be more than one word and could include numbers or punctuation marks). When you give the '**correct <xyz>**' command, be sure to say what *appears* on the screen, not what you had *intended*.

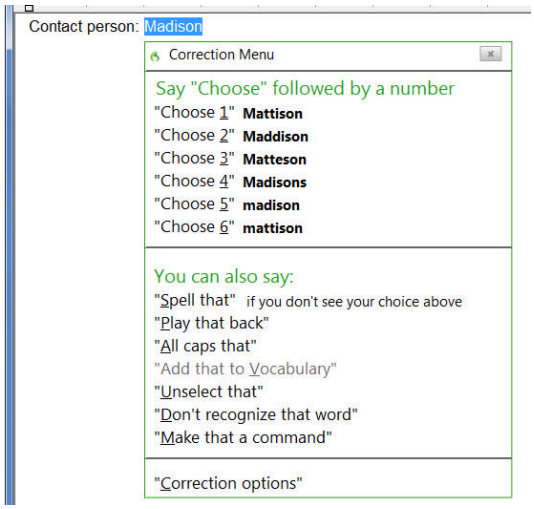
Note that when performing a correction, it can be useful to provide some context for the word(s) in error: for instance, to correct "a" in the phrase "Carol sent a request," you may want to say "correct sent a" or "correct sent a request."

The Correction Menu: the default interface

By default, when you say a command starting with the word "correct," Dragon brings up the Correction Menu, which lists alternative transcriptions as well as a few of the commands you may wish to say. In the example illustrated below, the speaker said "correct Madison."

- **If what you had said is in the list**, you can pick it by voice (say "choose" and its number) or by hand (click the desired choice or use the down arrow and Enter key).

- **If it is not**, you can click or say "**spell that**" which opens the *Spelling Window*. There, you can indicate the correct transcription using voice, keyboard, mouse, or a combination (see below).



Note that the last item on the Correction menu gives you direct access to the Options dialog's Correction tab. (As seen on that tab, another default setting you can modify is Dragon's opening the Correction menu also when you use the command "**select <xyz>**".)

Correcting in the Spelling Window

Some users prefer the Spelling Window to be the default interface for Correction, so they can act directly when Dragon's choice list doesn't show their desired transcription (instead of having to use "spell that" from the Correction menu to get to the Spelling Window).

This requires changing one of the options on the Correction tab of Dragon's Options dialog. Here is one way to do this: say "open Dragon options", then say "click **Correct commands bring up Spelling Window"** (or click that option's checkbox).

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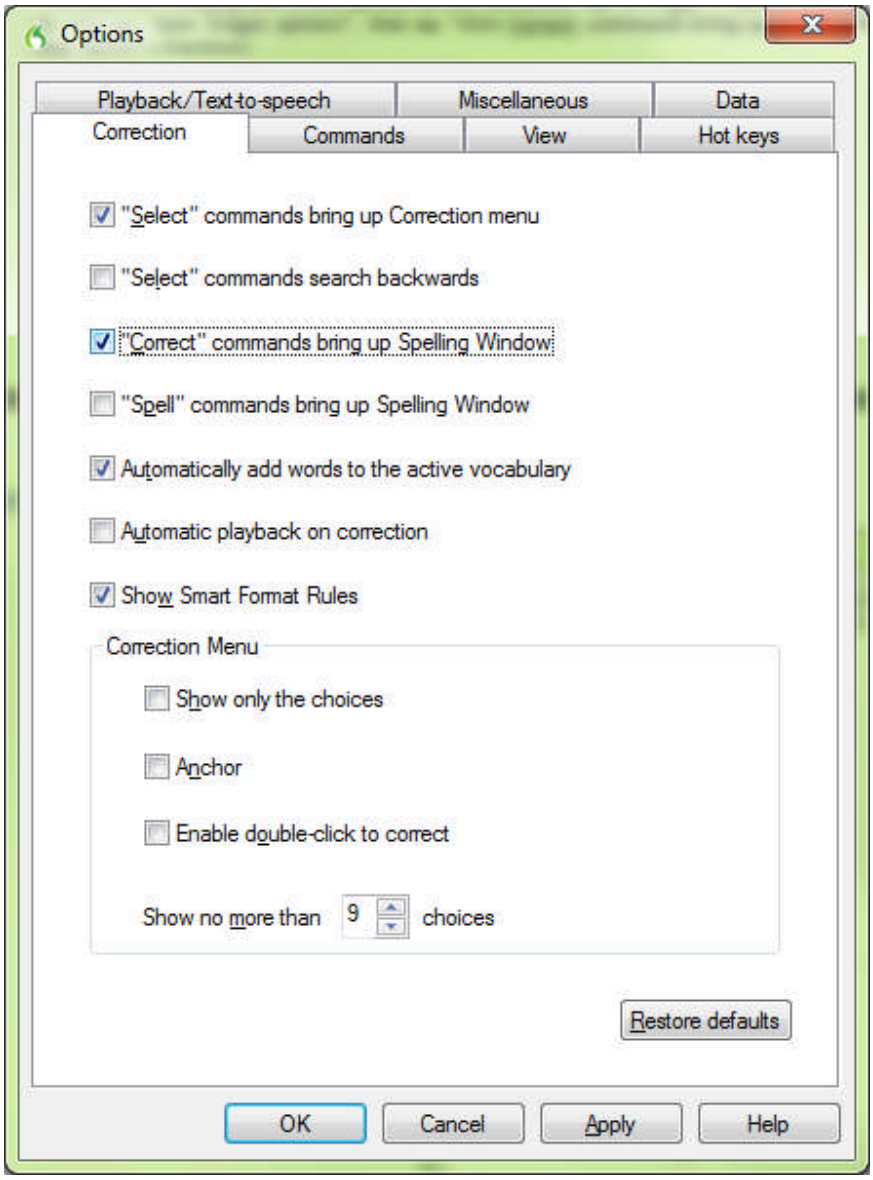
With this option set, saying commands that start with **“correct”** opens the *Spelling Window*. So does using the Correction button on the expanded DragonBar, or pressing the Correction hotkey (the *numeric minus* by default, as seen in the Options dialog).

As you will see, there are many ways to indicate in the Spelling Window what should have been recognized—including typing, or spelling out individual characters, hence the name “Spelling Window.”



Here is an example. Imagine you dictated "contact colon Madyssen" (note the unusual spelling of this name) but Dragon wrote “medicine” instead of “Madyssen”. To correct Dragon’s error, you can say **“correct medicine”**.

The Spelling Window then opens. Take a look at it from top to bottom.

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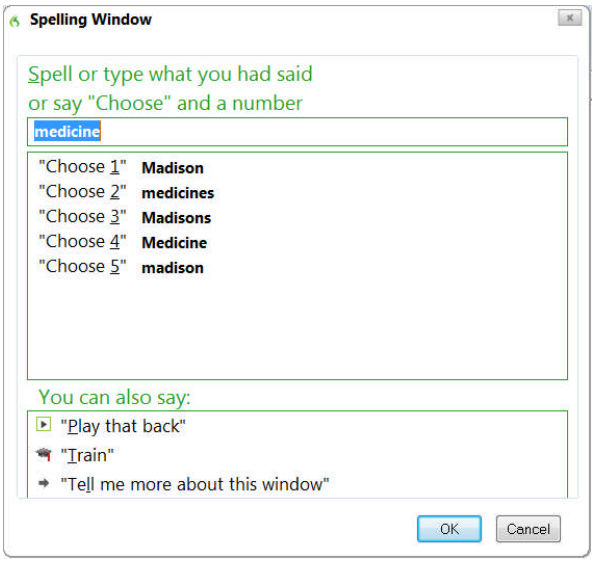
At its top is what was transcribed, and below is a list of alternate transcriptions, each preceded by a number.

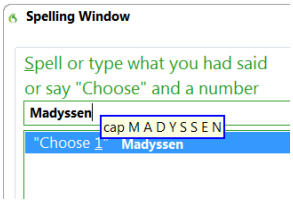


Here is what you can do:

If what Dragon should have transcribed is listed: say **choose n** (the number of the correct line). You can also pick the correct choice by double-clicking it or using down arrow and Enter key.

If no choice is quite correct but one is close, you can save time by modifying it instead of entering it yourself: click it, or say **modify** n or **edit *n***. In our illustration, you could say "edit 1" to bring up "Madison", then "backspace 4" then "Y S S E N".

If what Dragon should have transcribed is NOT listed: enter it, then say **click OK** or press Enter. In our example, you could say "cap M A D Y S S E N" then "click OK".



The Spelling Window then closes and, in your text, Dragon replaces the misrecognized segment with what you indicated was the correct transcription.

Note: In addition to adjusting your document, Dragon also learned a bit of information to refine your profile, and if you entered in the Spelling Window a word that was not in its active vocabulary, Dragon has now *added that word to its active vocabulary* (you could now see that word in the Vocabulary Editor).

Remember that Dragon allows the use of voice and does not prohibit manual action; at different times one may be quicker or easier than the other. In the edit line of the Spelling Window, it can be faster to make modifications with mouse or keyboard, although you can perform correction entirely by voice.

You cannot dictate words in the Spelling Window. However, you can dictate:

- Individual characters: letters, digits, space, symbols (see your documentation for details)
- Commands like "backspace 5", "move right 4 characters", "delete next word", "select line"

Note: In the Spelling Window, Backspace and Delete commands should be used instead of **scratch that**, especially if Press Key commands are used.

As you enter characters, Dragon presents new choices in the list, so you may not have to enter all characters!

TIPS for spelling out:

- To spell a capital letter, just say "**cap**" followed by the letter.
- You can use alternate pronunciations to spell letters: "alpha", "letter alpha", "letter a", "bravo", "charlie", "delta", "echo", "foxtrot", etc. (see the Help for the full list)
- To insert a space, say "**space**" or "**spacebar**".
- If one of the choices listed is close, you can save time by modifying it: say modify and its number, which brings it to the top of the Spelling window.

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Exercise 1: Look at the following sample, dictate it, then use the **correct <xyz>** command to fix any errors. (This sample was designed to create errors! All the names here could be spelled in different ways.)

> Until further notice, the BHDP meeting will be held in room B31 (*not* B40).
>
> Special invitees this week: Stephen Hess, Anne Petersen, and Gene Wood.

TIP If several consecutive words are incorrect, correct them together. For instance, if "B40" were recognized as "before tea," you would say **correct before tea**.

Exercise 2: Dictate a few sentences containing uncommon words, such as names and nicknames or product names, until a few misrecognitions appear. For each misrecognition, bring up the Spelling Window and practice spelling out what you actually said, as well as editing one of the choices from the list.

Using Playback to Aid Correction

Sometimes, especially if you dictate a significant amount of text before correcting, you may not remember exactly what you actually said. Dragon's *playback* feature is very helpful in these instances. You can take advantage of it in several ways.

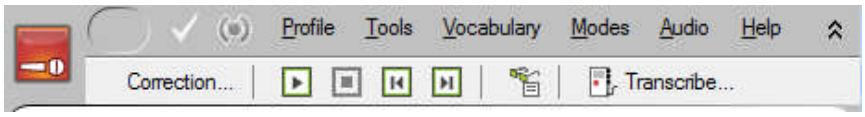
If you see that a certain word or phrase appears incorrectly, use the **correct** command to open the Spelling Window. Once it appears, click or say **Play Back** to hear the recording of your voice as you dictated that text. It may be that in fact you had misspoken or mumbled; this happens to everyone, particularly near the end of the day! In that case, close the Spelling window (you can say **click cancel**) and dictate the word(s) again.

TIP You can have playback occur automatically with Correction. On the Correction tab of the Options dialog, check **Automatic Playback on Correction**. This is particularly helpful as you first learn to use Dragon; you may want to turn it off after a few weeks of practice.

If your edition supports it, you can also use Playback to hear sections of dictation in the document itself. To do this, select the editable text you would like to hear played back. Then, say **play that back,** or use the DragonBar's Audio menu. If you find a misrecognition, you can stop playback by clicking the mouse (or using the Correction hotkey or button -- see below). Because speech input cannot be received during playback, you cannot stop playback by voice. If clicking the mouse is problematic for you, play small selections at a time.

Note: You may wish to explore the Playback attributes in the Options dialog.

The DragonBar can be expanded (in supported editions): click its chevron or say **view extras bar. T**o hide the extras bar, say **hide extras** or click the chevron again. Its extras bar gives access to several items, depending on your edition:



- The *Correction button* opens the correction interface (as do the Correction commands and hot key).
- The playback icons, similar to those on a music player, allow you to begin playback, speed up playback (useful for large sections of text), stop playback, and skip backwards or forward.
- The *Transcribe button* launches the transcription of recorded dictations (for details, see the video, FAQs, and other resources on our website, as well as the Help topics, including the *Auto-Transcribe Folder Agent*).

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Exercise 3: Dictate a detailed paragraph about people you know. Then select it and play it back. If you find any misrecognitions, use the Correction button, hotkey, or commands to correct them.

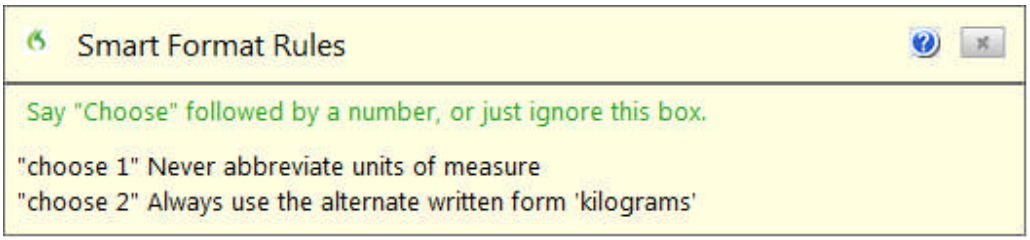
Note: As you use Dragon more, experiment with how to correct, and *when* to correct. (We recommend finishing at least your current paragraph before making a correction, so that you preserve your train of thought.) Notice what seems more convenient and efficient for you.

Smart Format Rules

When you make a correction related to formatting, such as abbreviations, titles, units of measure, or alternate written forms, Dragon may display its Smart Format Rules box, offering to change one of its Auto-Formatting options or Word Property settings. You can then either accept one of the adjustments offered, or dismiss the box.

If you wish to, you can change settings yourself from the Auto-Formatting Options dialog box or the Vocabulary Editor, as in previous versions. The Smart Format Rules feature simply "reaches out" to you, making it quick and easy for you to adjust the settings you care about.

For example: When you dictate “five kilograms,” Dragon writes “5 kg” and if you then change “kilograms” to “kg” (by overtyping, or using the Correction menu or Spelling window) Dragon presents the Smart Format Rules box pictured here.


Smart Format Rules
Say "Choose" followed by a number, or just ignore this box.
"choose 1" Never abbreviate units of measure
"choose 2" Always use the alternate written form 'kilograms'

Take a moment to read what the box offers. Then, if you want one of the proposed adjustments to be made, say “choose” followed by the desired number.

If you don’t want any of the choices proposed, you can say “cancel” or just move on to whatever you would have done if the box had not come up.

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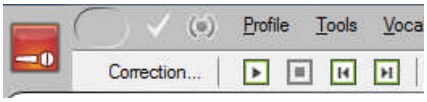
Key points about correcting recognition errors

- ✓ Refining your profile using the features gathered in the Accuracy Center can *prevent* many errors, because it helps Dragon become familiar with *how you sound* and *what words and phrases you use often*. Be sure to explore the Vocabulary Editor and add words and phrases (with *Spoken Forms* and/or *Word Properties* such as alternate written forms, as warranted). Beyond that, it's important to let Dragon see *your custom-added words and phrases in context*, for instance by letting it analyze relevant documents.
- ✓ Although correcting misrecognitions may seem time-consuming at first, it will result in increased accuracy, which in turn means that there will be fewer and fewer misrecognitions to address.
- ✓ To have the Spelling window as the default correction interface, the option **"Correct" Commands Bring Up Spelling Window** must be enabled.
- ✓ Flow is important: commands require a brief pause before and after. Do not pause at all between the word '**correct**' and the misrecognized word(s). (At first, you may want to "rehearse" the whole command in your head before speaking it.)
- ✓ When the Spelling Window is open, you can say **choose *n*** to pick the correct choice from the list. If no choice is quite correct but one is close, you can quickly modify it: click it once or say **edit** and its number (for instance **edit 5**). This brings it to the top of the Spelling Window, where you can edit it by hand or by voice.
- ✓ You can use the Spelling window's edit field to type or spell out words. Note: In the Spelling Window, you can dictate *individual characters* (including using pronunciations such as **alpha, letter alpha**, etc.) but you *cannot dictate words directly*.
- ✓ To be sure of what exactly was said for the text segment you are correcting, use the **Playback feature**. (Another advantage of using playback is that it gives you feedback on how clearly you dictated.)
- ✓ To proofread using Playback, highlight the relevant text then say **play that back**, or use the DragonBar's Audio menu, or click the Playback icon on the DragonBar's Extras bar. (Not available in the lower editions.)



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Deferred Correction (editions Professional and above)

As you have learned, correcting recognition errors helps Dragon NaturallySpeaking adapt your profile, which allows it to transcribe more accurately for you. But what if you have no time to perform corrections before closing the document you just dictated? In editions Professional and above, when you dictate in DragonPad, Microsoft Word or Corel WordPerfect, the opportunity is not lost: Dragon can save the audio in synchronization with the text you dictated, so you can later play it back and make corrections as needed.

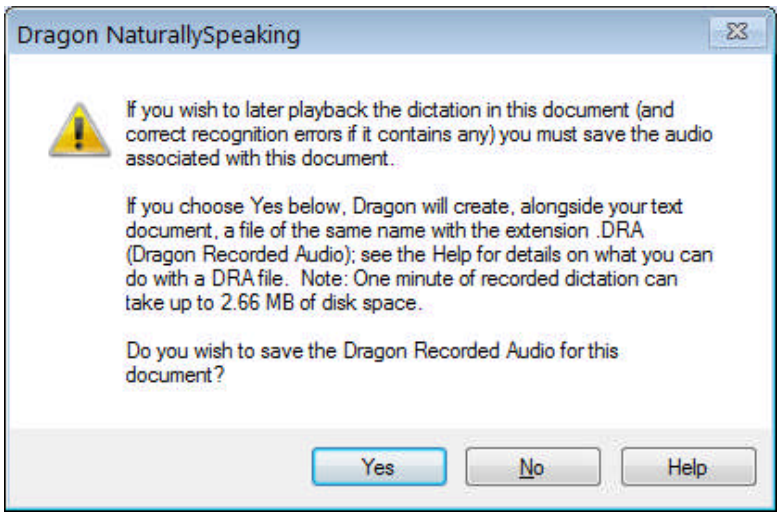
This feature also allows you to have *someone else* correct misrecognitions in your dictated documents—which means your profile can benefit from corrections refined without any work on your part!

Saving the Recorded Dictation (.DRA file)

Step 1: Dictate into DragonPad, Microsoft Word or Corel WordPerfect. (If you wish to make any corrections now, do so.) Save the document as you normally would.

(Note for DragonPad users: Because DragonPad doesn't have an autosave feature, it's a good idea to name your document early on and save it regularly.)

Step 2: Dragon asks whether you want to save the associated *recording*. (Your word-processor's autosave feature may even trigger this message for you). If you or someone else will be using Playback or Correction in this document later, choose Yes.


Dragon NaturallySpeaking
If you wish to later playback the dictation in this document (and correct recognition errors if it contains any) you must save the audio associated with this document.
If you choose Yes below, Dragon will create, alongside your text document, a file of the same name with the extension .DRA (Dragon Recorded Audio); see the Help for details on what you can do with a DRA file. Note: One minute of recorded dictation can take up to 2.66 MB of disk space.
Do you wish to save the Dragon Recorded Audio for this document?
Yes
No
Help

Dragon then saves, in the same location as your text document, a file bearing the same name, with the *extension .DRA*. You may now exit the word processor -- and Dragon, if you wish. You can even shut down the computer.

TIP By default, whenever a word-processor document is saved, Dragon asks whether you want to save the recording. In the Options dialog, you can change that setting to *always* save, or on the contrary, *never* save. Recorded dictation files can get very large, so you should only save them if Correction is to take place at a later time; without the recorded dictation, you can still edit and format the document as usual.

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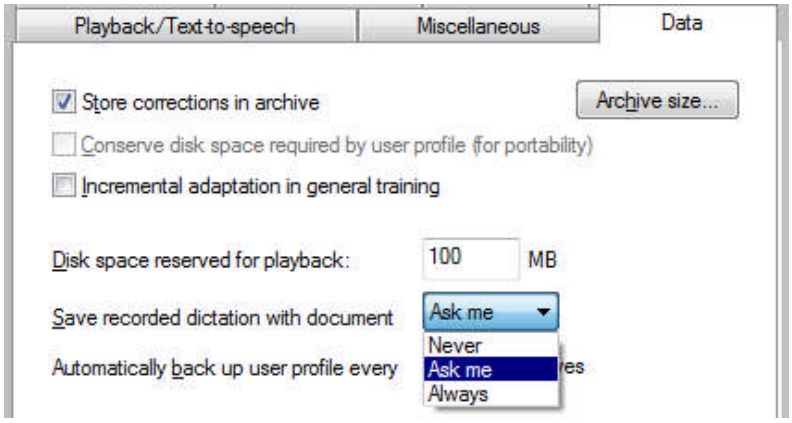

Step 3: When you are ready, start the application in which you dictated the document and open the document. You can now use Playback and correct as usual.

Once you have finished correcting misrecognitions in your dictated document, you may delete the associated *.DRA file*. (You will no longer be able to use playback on this document but you will still be able to edit and format the text.)

IMPORTANT When using a .dra file, it is best to proceed *in order, from the top of the document.*

Note: One of the services an experienced Dragon trainer can provide is establishing optimal options and workflows including the management of .dra files. This can be particularly useful if another person will be your "Correctionist." (See the option "Correction Only" available in the higher editions.)

Making Corrections to Someone Else's Dictation

The Save Recorded Dictation feature allows you to have someone else use Playback and Correction in your dictated text documents. There are several ways to take advantage of it, particularly if Dragon's *Roaming* feature is used—details are available in the Help and the IT Administrator's Guide.

The following is an example of *third-party correction*: Jane has tasked her assistant, Bob, with performing Correction on her dictated documents, using his own computer.

IMPORTANT: Jane's profile must be accessible from both computers. If the profile is in a *Roaming* configuration, its master copy resides on the network, making the profile usable from any connected computer.

Step 1: Jane dictates her reports. When she is finished, she saves the documents to a network location Bob can access from his computer. When Dragon asks whether she wants to save the audio, she chooses Yes. If she wishes, she can now exit Dragon and/or her word processor, and shut down her computer.

Step 2: On his own computer, Bob starts Dragon; when prompted to open a User profile, he chooses Jane's.

Step 3: Bob starts the word processor Jane used, and opens the first report. He is now ready to perform Correction in this document.

Step 4: Starting from the top, Bob looks for "abnormal" text and highlights it manually. On the expanded DragonBar, he clicks the Playback icon (Bob should NOT use his voice here.)

Step 5: Watching the screen, Bob listens to the playback. As soon as he hears an error, he clicks the Correction button or presses the Correction hot key, which brings up the Spelling window.

If not quite sure of what Jane actually said, he uses playback to hear her recorded voice. If the input is not "clean" (people sometimes make unintended sounds, stumble on a word, etc.), he cancels out of

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the Spelling window and deletes the misspoken segment in the document before typing what was intended.

If the correct alternate appears in the choice list, he clicks it with his mouse (or uses down arrow and Enter) then clicks OK.

If the correct choice does not appear in the list, he types it in, then clicks OK or presses Enter.

When he has finished checking the document (and made any additions and/or cosmetic modifications as warranted), Bob saves it. Now not only is the document finalized, but Jane's Dragon profile has been refined through the corrections performed, which will help the accuracy of her future dictations.

The following is only necessary if *Roaming* is not used: Bob *exports* Jane's profile to the network (through the *Manage User Profiles* dialog); from there, Jane can *import* her newly-refined profile.

Key points about deferred correction

- ✓ When you dictate in Word, WordPerfect or DragonPad, Dragon can save the recording associated with your text so misrecognitions can be corrected later, as if you had just dictated it.
- ✓ If you choose to save your recorded dictation, you can use Correction and Playback features even after you close the document: simply start the word-processor in which you dictated the document, then open the document.
- ✓ When saving your document's recording, Dragon creates a file in the same directory as your text document; both files have the same name, but the synchronized recording has the extension *.dra*.
- ✓ To be used for Correction, the .dra file must be in the same folder as the document itself.
- ✓ Dictation files can get very large, so only save them if necessary. Also, when you are finished making corrections to a document, you may wish to delete the associated .dra file. (You will still be able to edit the document normally, and you will save disk space.)
- ✓ This feature allows you to postpone Correction, and also to delegate it to a third party—your assistant, for instance.
- ✓ The "Correctionist" must open the speaker's profile but not speak into it. One can bring up the Correction interface by clicking the Correction button on the DragonBar's Extras bar, or pressing the Correction hotkey (by default, the minus on the numeric keypad; you can change this in the Options dialog).

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Editing Text by Voice

Dragon NaturallySpeaking lets you use your voice to move around within a document and edit the contents— *whether or not that document was originally created by voice*. As you learned, the software transcribes your dictation wherever the insertion point is. (The insertion point is usually shown as a blinking vertical bar some call the *cursor*.)

This lesson presents some of the commands to select text and move the insertion point. Mouse and keyboard can still be used, of course. Don't try to do everything by voice unless you have to. At first, focus on getting optimal accuracy in your dictations — speaking clearly, adapting the vocabulary, performing corrections as needed, reading a text for acoustic training…

Navigation and Selection Commands

TIP Navigation commands use the words **go** and **move** interchangeably, and a space counts as one character.

Some commands **move** the insertion point regardless of its starting location:

move to top, or **go to start of document** -- moves to the beginning of the document

move to bottom -- moves to the end of the document

Other commands move the insertion point relative to its present location:

move to *end of line* (the current line, the one containing the insertion point)

move *up(down)* 1-20 line(s) *or* **paragraph(s)** -- e.g. **move up 3 lines**

move *left(back)* 1-20 word(s) or **character(s)** -- e.g. **move left 7 words**

move *right(forward)* 1-20 word(s) or character(s) -- e.g. **move forward 3 characters**

TIP A space counts as one character.

The **insert before/after** commands position the insertion point just before or after a specific word or punctuation mark in the text:

insert before *your office* -- moves the insertion point to just before the phrase "your office"

insert after *Joe comma* -- moves to just after the comma following the word "Joe"

The **select** commands let you "highlight" editable text visible on the screen. Below are just some of them. You can say **select** followed by what you wish to highlight (include punctuation as needed):

select *let me know* **select *comma* obviously *comma***

Very useful for longer phrases, you can specify a *range* by naming its beginning and ending word(s):

select *do let* THROUGH *please* - "do let me know at your earliest convenience please"

You can select one or more characters, words, lines or paragraphs at a time:

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select line, **select next *3 paragraphs***, **select *previous* 5 *words***, **select *next character*…** as well as **select rest of line**.

Note: You can use similar commands to delete (**delete line**, **delete next three words…**) and copy (**copy line**, **copy rest of line…**)

You can also select the entire content of the field or document with the command **select all.**

You can "unselect" a selection by saying **unselect that** or **deselect that**. (Another way is to move the insertion point with a **move right** command, for instance.)

TIP As with all commands, you must say these as a continuous phrase, with a brief pause before and after. For commands that *quote words from your screen*, choose your target words before you start to say the command. Otherwise, any hesitation will cause the words of the command to be typed on the screen. (If this happens, just say **scratch that** and give your command again, without pausing this time.)

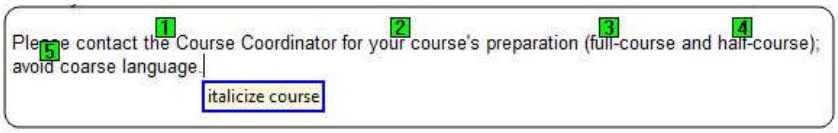
One should always strive to dictate in complete phrases, since context helps the recognition of text. When it comes to commands, formulating the whole phrase and dictating it without pauses isn't just helpful, it's essential. The exercises below will provide plenty of practice.

Handling multiple matches in text

When you give a command that quotes from your text(such as "insert before <xyz>" or "bold <xyz>") and Dragon finds multiple matches for <xyz> (including homophones), Dragon lets you resolve that ambiguity and even take advantage of it. A number will appear next to each visible match. You can then:

- say the number of the desired instance, or
- say "**choose all**" (for commands that can apply it)

TIP When the numbers are displayed, the DragonBar's message area offers a reminder of this instruction.)



Note: In Dragon 12, this match-handling can be disabled from the Commands tab of the Options dialog.

Direct Editing: Bold|Underline|Italicize|Capitalize|Copy|Delete|Cut…

Dragon lets you perform frequent editing tasks quickly: like you can quote from editable text in the commands **select <xyz>** and **select <start> thru <end>**, you can say the verbs **bold**, **underline**, **italicize** as well as **capitalize,** immediately followed by the desired word(s). This also applies to **copy**, as well as **delete** and **cut**—note that these three can be disabled, as explained below.

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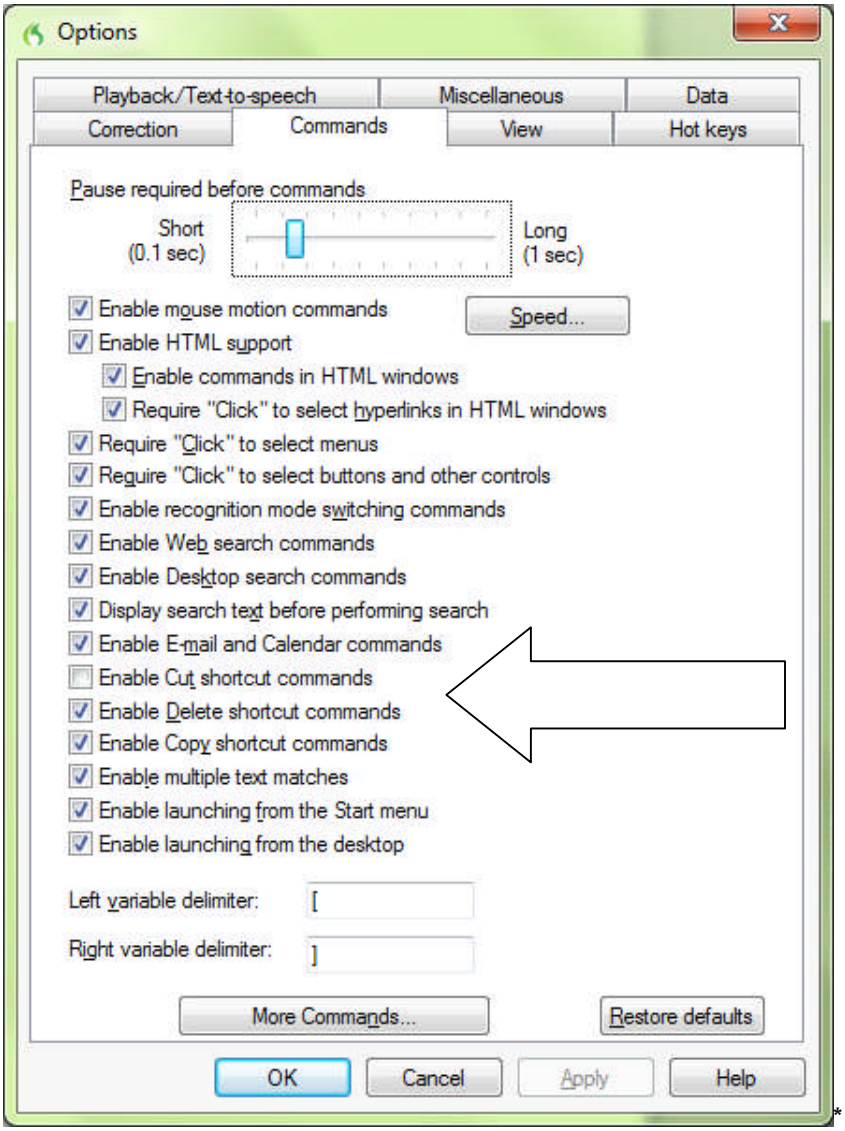
IMPORTANT: *If* these commands are enabled, Dragon will try to recognize as one of them *any phrase starting with one of these verbs followed by a word (or words) present in the text*: e.g. "bold measures" or "cut corners." Since Dragon recognizes commands only if they are spoken as one flow between two pauses, this won't happen if the phrase is within a sentence or if one pauses within the phrase, but it could happen if the phrase is said in isolation—for instance, if the speaker is creating a list or had just hesitated as one often does when composing out loud. (If this does happen, one can say **undo that.**)

Remember in particular the possibility of unintended recognition of **cut <xyz>** and **delete <xyz>,** *especially if you dictate without looking at the screen*. If you prefer to avoid this risk, disable these commands by clearing their checkbox on the Commands tab of Dragon's Options dialog.



Full Text Control, "unknown" text fields and the Dictation Box

Commands such as **'correct <xyz>'** and **'insert after <xyz>'** (where <xyz> is a word or phrase in the active text field) work thanks to a Dragon functionality called *Full Text Control* (formerly *"Select-and-Say"*). This functionality requires the text field to let Dragon be aware of its content—such as where words and sentences begin and end.

Many popular applications build their text fields (or at least most of their fields) in a standard way, and as a result Dragon has Full Text Control in these fields. However, you may sometimes encounter a text field for which Dragon cannot have awareness—and therefore Dragon cannot always apply all its normal capabilities. (For instance, it may not capitalize the first word you dictate in that field.) You may not notice anything unusual if you just dictate a flow of words, especially if you start with a word that is always capitalized, such as a name or the subject pronoun "I". However, if you take actions on the text (such as correcting a misrecognition or inserting text *within* a sentence), Dragon may not be able to execute its "<verb> <xyz>" commands, or adjust spacing as it usually does.

When the insertion point is in such an "unknown" field, the DragonBar's *Full Text Control indicator* (checkmark icon) is dimmed.

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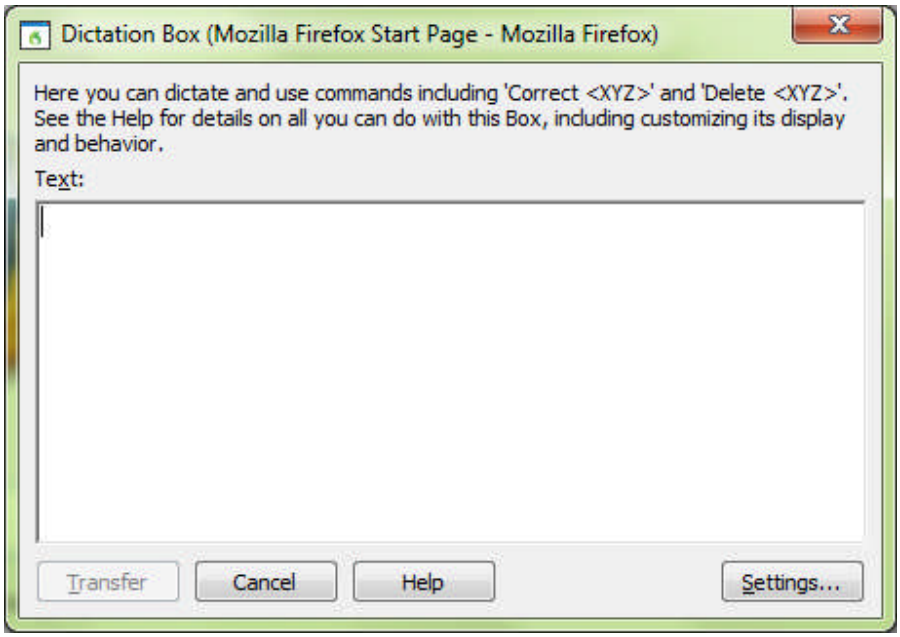
Even in “unknown” text fields, one can use Dragon efficiently—knowing the following:

1. If dictating short entries, you may want to just use what *does* work in all text fields: dictate normally (most applications allow this) and, if and when necessary, say ‘**spacebar**’ (or press the spacebar), say ‘**cap**’ before a word to force its capitalization (you can also address capitalization after the fact), say ‘**move <left|right|up|down>**’ commands or reposition the insertion point by hand, etc.

2. If you want to dictate something substantial, consider using Dragon’s *Dictation Box*, an intermediary containing a text field in which you can create, modify, and correct text. (If your edition supports them, you can even use boilerplate custom commands to paste text.)

When the text is ready, use the **Transfer** button: Dragon closes the Dictation Box and transfers your text to where you had the insertion point.

Note: In version 12, by default, you must say “click Transfer,” not just “Transfer.”


Dictation Box (Mozilla Firefox Start Page - Mozilla Firefox)
Here you can dictate and use commands including 'Correct <XYZ>' and 'Delete <XYZ>'. See the Help for details on all you can do with this Box, including customizing its display and behavior.
Text:
Transfer
Cancel
Help
Settings...

To open the Dictation Box, you can:

- Say a command such as ‘**Open Dictation Box**’
- Use the DragonBar’s Tools menu
- Use its hot key: Ctrl+Shift+d

IMPORTANT: In Dragon 12, the Dictation Box comes up automatically if you speak where Dragon doesn’t have Full Text Control. This default can be changed on the Miscellaneous tab of the options dialog.

There is a lot of flexibility around the Dictation Box. In addition to changing its hot key in the Options dialog, you can:

- Give its command one or more alternate names (from the *Command Browser*: to find the command, you can filter for the word ‘box’, with ‘Global Commands’ selected in the Context list).
- Modify its appearance and behavior, via its **Settings** button: default font size, positioning (anchored, or near the cursor), whether it shows how many characters it contains…

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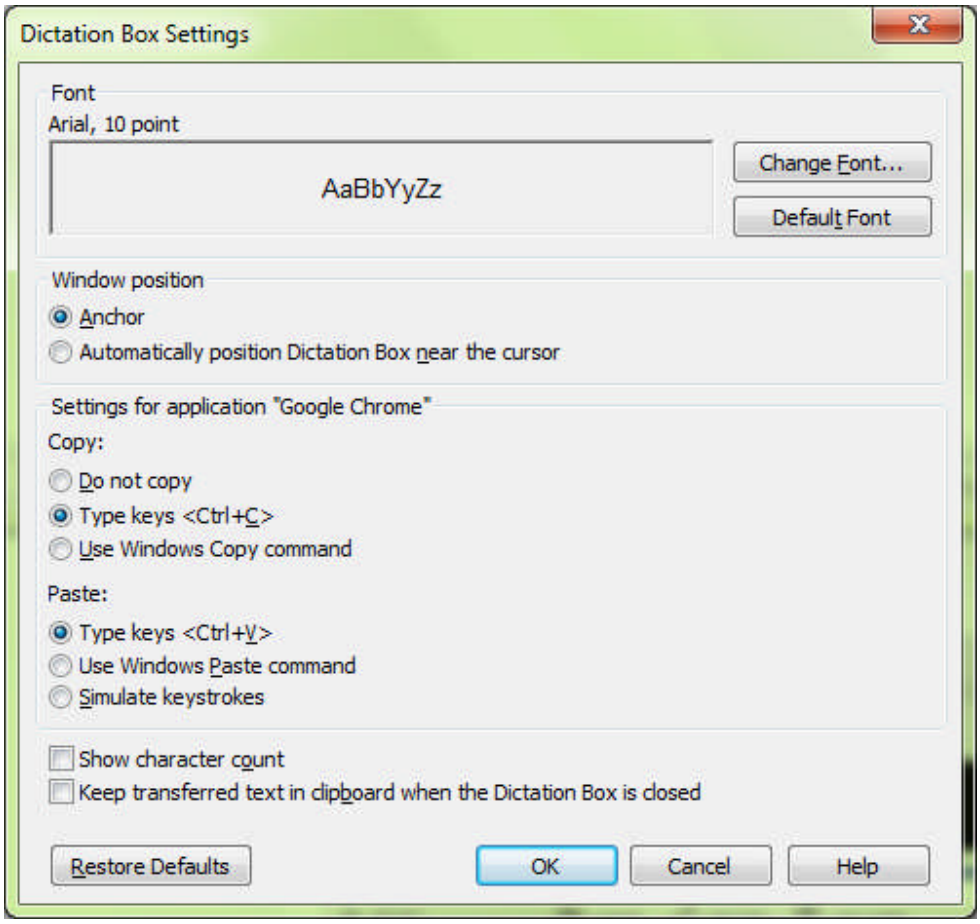
TIP: You can have different settings for different applications. Also, you can have multiple Dictation Boxes open at one time.

The Help contains more details.



Replacing and Inserting Words

The **select** commands are very useful when you wish to change some of the text on your screen. As you would with mouse or keyboard, you select the relevant segment then you overwrite it by dictating or typing.

For instance, if your text reads "100 Main Street" but you wish to change it to "500 Washington Street", say **select 100 Main** (pause) **500 Washington**.

TIP For larger passages, take advantage of **select line, select <start> through <end>, select paragraph…** The command "**resume with…**" can also be very efficient as an equivalent of selecting then deleting what you have just dictated up to a particular word; be sure to read about it in the Help and try it out.

Exercise 1: Practice "overwriting" by voice. Examine then dictate the following paragraph.

> I will be in the Boston area for a few days the week after next, and would love to get together for lunch. We could meet at your office at noon. I'll be staying at the Madison downtown.
>
> Talk to you soon!

1) Say **select lunch** → The word "lunch" is now selected.

   Say **an early dinner** → The sentence should now read "get together for an early dinner."

2) Say **select noon**

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Say **six o'clock** → The sentence should now read "We could meet at your office at 6:00."

3) Say **select in t*hrough* next** → The segment "in the Boston area for a few days the week after next" is highlighted.

   Say **in your area on Tuesday July fifteenth**

Let's say we now want to add a few words inside this paragraph.

4) Notice the insertion point's current position. Say **insert after dinner,** then say **if you have time.**

5) Say **insert before exclamation mark** (observe the move), then say **comma I hope**.

TIP If, after doing some editing in your text, you need to remove trailing white space, you can use commands such as **backspace** or **delete next character** for a single space. You can even say **backspace** combined with a number: for example, **backspace 5** is like pressing the backspace key 5 times.

Dragon's many selection and navigation commands can help you quickly edit text—*whether or not this text was created by voice*. The exercise below is to be performed entirely by voice, but remember that for optimal productivity in daily work you may use a combination of voice and keyboard/mouse.

Exercise 2: Look at the following text, dictate it, then edit it by voice as described below.

Dear Ms. Cooper, It was nice meeting you Tuesday. I think you have some good ideas about the Johnson project! Let's get the team focused on this project by February. When you have time, could you write up your comments and email them to me? I would really appreciate it.

- Edit the first sentence so it reads "meeting with you last Tuesday".
- Edit the second sentence so it reads "You have some great ideas".
- Edit the third sentence so it reads "on this important project".
- Edit the third sentence so it reads "by early February", and insert a blank line after it.
- Change the fourth sentence to "Could you please write up your notes and email them to me ASAP?"
- Edit the salutation, changing "Ms. Cooper" to "Allison".
- Edit the last sentence, removing "really", and add a closing line of "Sincerely, Susan Martin-Smith".

Which commands did you find most useful in each situation?

Key points about editing text

- ✓ You can use Dragon to edit a document by voice whether the document was dictated *or* typed.
- ✓ The editing commands can address small or large amounts of text, even several paragraphs or the entire document (**select all**).
- ✓ At first, uttering the whole command can be tricky for commands that quote words from your text, such as **select… through…** and **insert before** <xyz>. As usual, deciding what you are going to say before

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starting to speak is recommended. If you paused mid-command, just say **scratch that**, pause, and give the complete command again.

- ✓ The commands that quote your text (**select <xyz>**, **bold <xyz>**, **correct <xyz>, insert after <xyz>…**) work thanks to a functionality called *Full Text Control*, which depends on Dragon's ability to constantly obtain information from the text field—for instance, where words and sentences begin and end, so Dragon can apply spacing between words and capitalization at the beginning of a sentence.
- ✓ If the text field in which you are dictating is "*unknown*", remember that if needed you can say **Cap** to start a sentence and **spacebar** to create a space, as well as use the **Dictation Box**—an intermediary window which has Full Text Control: when ready, use its Transfer button.
- ✓ In Dragon 12, the Dictation box opens automatically where Dragon doesn't have Full Text Control. You can disable this in the Options dialog.
- ✓ You can modify the Dictation Box's appearance and behavior from its **Settings** button; in addition, you can modify its **hot key** in the Options dialog and give its command one or more alternate names.
- ✓ You can set the Dictation Box to behave differently depending on the application from which you opened it.

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Formatting Text by Voice

Whether text was originally dictated or typed, Dragon NaturallySpeaking lets you use your voice to control font (Arial, Courier…), font style (bold, underline…), font size, alignment (center, right-align…), color, and more.

Note: In order to preserve your train of thought, it's a good idea to prioritize dictation over formatting: first dictate your document (or at least finish dictating your paragraph, list, or idea), then revise your words if needed, and only then apply formatting.

The "X that" Convention

Dragon has many commands to tell the computer to perform a certain action on a certain item. Many are phrased as "X *that*", with X being a verb for the desired action: for instance, **italicize that** and **delete that**.

Remember, for commands to be recognized, you must *pause before and after the command but not within it*.

When Dragon hears an "X that" command, it decides what "*that*" is as follows:

1) If anything on the screen is highlighted (whether by voice or by hand), Dragon performs the action on that selection. (It can be one or more characters or words.)

2) If nothing is highlighted, Dragon performs the action on whatever you dictated since you last paused—in n other words, the contents of the Results box, the *last utterance*.

Note: In Dragon's commands, you can say "the selection" instead of "that"—as well as "it" or "this."

Dragon's "X that" editing commands include:

Cap That – capitalizes the first letter of words, e.g. Water Management

(Dragon also has "capitalize <xyz>" as seen in the section on direct editing commands)

ALL CAPS THAT – capitalizes all letters, e.g. EXTREMELY IMPORTANT

no caps that – puts in lowercase all words, e.g. american express

delete that (Dragon also has "delete <xyz>" as seen in the section on direct editing)

TIP To delete your few last utterances, you can repeat **scratch that** or specify a number of times (for instance, **scratch that 5 times**) but the command "**resume with…**" can be most efficient.

bold that, italicize that, underline that (Dragon also has "<verb> <xyz>")

restore that – removes all bold/italics/underline formatting from the segment

left-align that, **right-align that, center that**, **justify that**

copy that and **cut that** (you can also use the direct editing commands "<verb> <xyz>")

paste that

hyphenate that - puts hyphens in the spaces within the segment

compound that – removes spaces between words in the segment

bullet/unbullet that (make sure you are familiar with how your particular application handles bullets)

quote that - puts quotation marks around the selection or last utterance

bracket that (note: in UK English, this inserts rounded characters, not square brackets)

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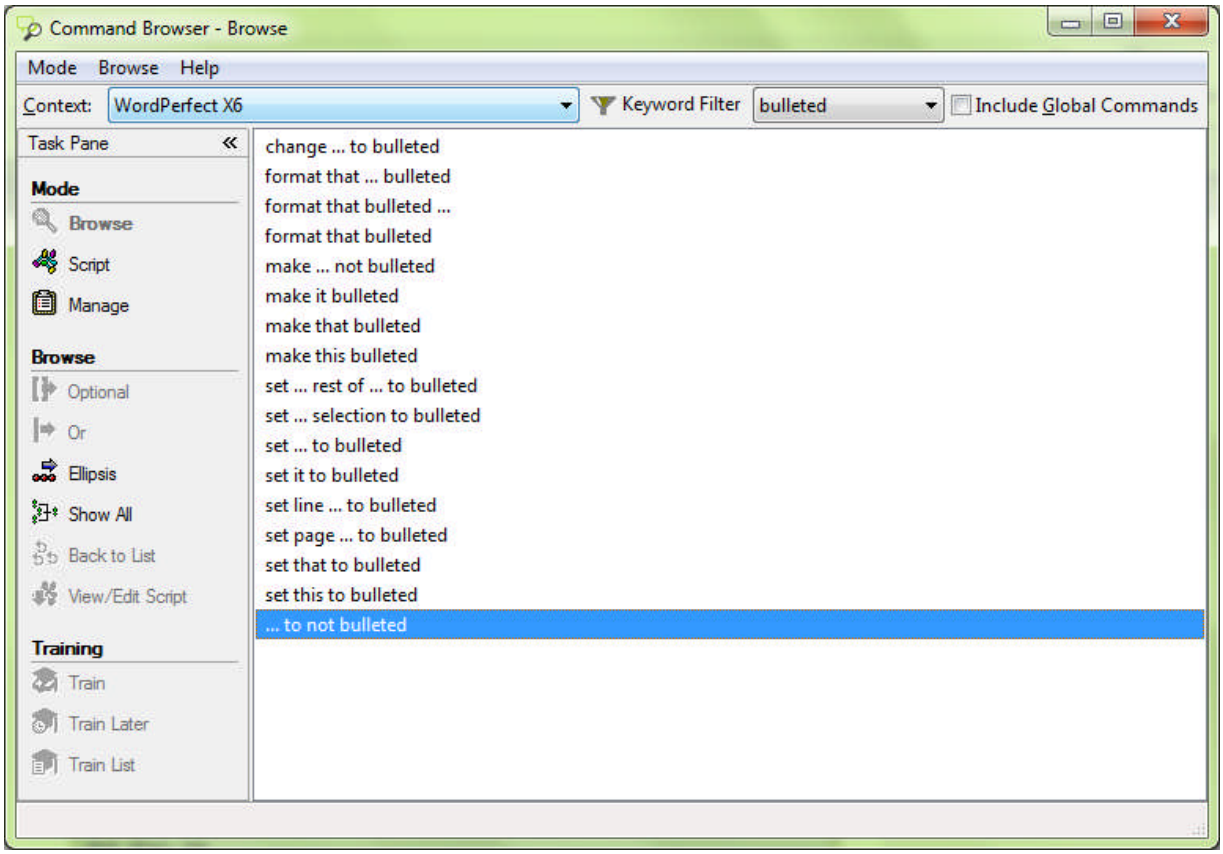
Note that Dragon also has two special commands for quotes and brackets: you can say "Empty Quotes," or "Empty Brackets" to have Dragon insert a pair of quotation marks or brackets so you can dictate something within them.

TIP The Command Browser's Keyword Filter lets you explore additional command wordings for the application(s) you frequently use, as seen in this screenshot. For instance, in Word and WordPerfect, you can say "**turn bullets on**" and "**turn bullets** off" as well as "format that bulleted and bold."



The "Format That" Commands

Not all formatting commands are worded as "X that", but all follow the same rules about what text the action is performed on: the *selection* if there is one, otherwise the last *utterance* (what was said since the last pause.)

As seen in the Command Browser, the many formatting commands include:

format that bullet style -- bullets the designated text (you can also say ***set that to*** or ***make that*** **bullet style**)

format that centered

format that regular

format that strikeout -- places a line through the selection (for example, ~~January 19~~)

Note that formatting commands can combine several indications, as in:

format that Garamond, **format that Arial 12**, etc. -- gives the selection the font name/size specified

format that 20 point, **format that 12 point**, etc. -- gives the selection to the point size specified

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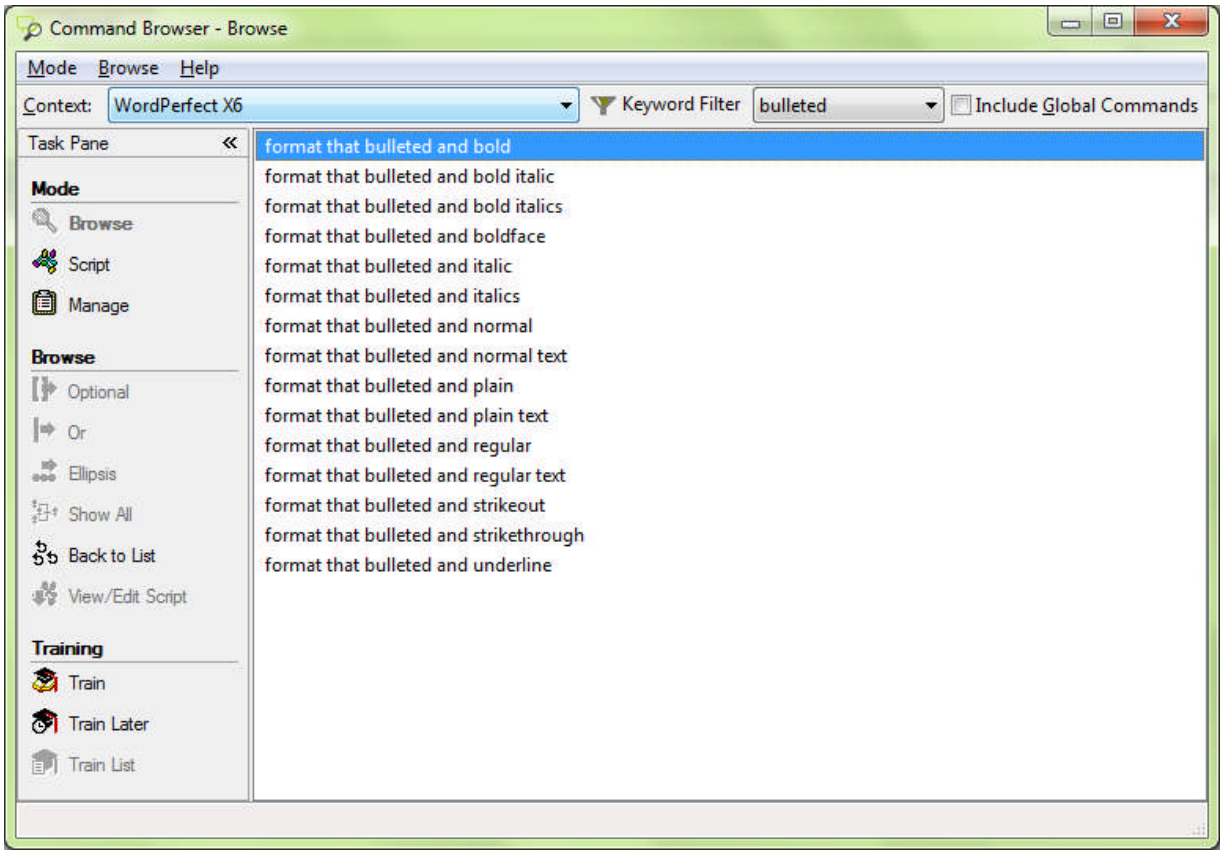
format that bold italics

format that caps bold

format that bulleted and plain



Exercise: Dictate the following to experiment with giving format commands *as* you dictate and *afterwards*.

I'm pleased to say I finally read *The Grapes of Wrath*. It was TERRIFIC! Although it **is** quite long, I read it surprisingly quickly.

TIP To undo the last action, say **undo that**. This is equivalent to Undo in the Edit menu, or the keyboard shortcut Ctrl z.

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Key points about formatting documents

- ✓ The "X that" commands apply to the current selection or, if there is no selection, to the last utterance (what was dictated since the speaker last paused).
- ✓ Remember to pause briefly before and after saying these commands.
- ✓ You can repeat **delete that** or **scratch that** up to 10 times to delete the last things you said—you can also say **scratch that 3 times**, **scratch that 7 times**… For deleting from the end of your dictation back to a particular word, the command **"resume with…"** can be very efficient; we strongly recommend it.
- ✓ To undo the last action, you can say **undo that** (which is equivalent to **"press control z").**
- ✓ For efficiency, it's a good idea to prioritize dictation over formatting: first finish dictating (or at least finish dictating your idea), then revise or correct the text if needed, and only then apply formatting.

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Controlling the Operating System and Applications

Dragon NaturallySpeaking can do much more than type and format your dictated text: it lets you use your voice to find information, open a specific website, start programs, open desktop items, switch between open windows, maximize or minimize windows, choose menu and submenu items, navigate dialog boxes, click buttons, press keys, move or drag the mouse pointer, and more.

Note: If using Windows 8, keep in mind that this operating system introduced some significant interface changes (such as the "modern" full-screen interface) and Dragon is designed to work primarily in this system's "desktop" ("classic") interface. See this lesson's section on Windows 8.

IMPORTANT When Dragon is running, it does not inhibit the use of your mouse and keyboard. Mouse, keyboard, and voice are just three input options. Use whatever is fastest and easiest for you for a given task.

Let's start with a frequent task made fast and easy thanks to Dragon: searching your computer.

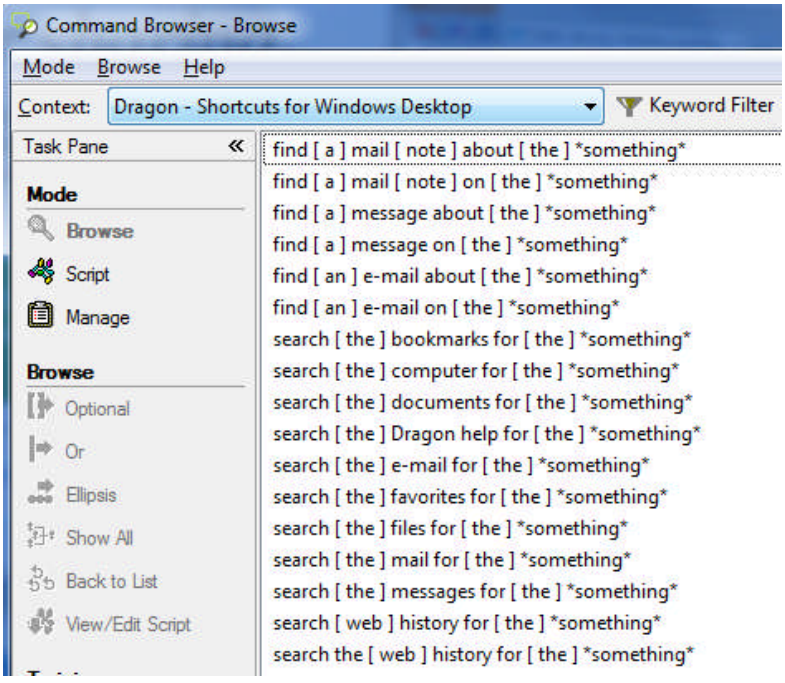
Keyword-Searching the Computer

Available in the higher *editions*, the "Dragon Voice Shortcuts for Desktop Search" help speed up a process many of us go through often: finding information we thinkis somewhere on our computer but don't know exactly where!

At any time, no matter what is currently active on your screen, these shortcut commands let you launch a search for items containing the keyword(s) you specify. They use indexing software such as Google Desktop (freely downloadable from Google's website).

They have flexible wordings (the Command Browser lets you see all the possible ways to say them) and can be general (**"search computer for <xyz>"**-- <xyz> being any word or words) or specific, as follows:

- **Search *emails* for <xyz>**: searches for the keyword(s) <xyz> in just the **e-mails** indexed on your computer
- **Search [the] *documents* for <xyz>**: searches just the indexed **files**
- **Search [the] *history* for <xyz>**: searches just the indexed **Web pages visited**


Command Browser - Browse
Mode Browse Help
Context: Dragon - Shortcuts for Windows Desktop
Keyword Filter
Task Pane
Mode
Browse
Script
Manage
Browse
Optional
Or
Ellipsis
Show All
Back to List
View/Edit Script
find [a] mail [note] about [the] *something*
find [a] mail [note] on [the] *something*
find [a] message about [the] *something*
find [a] message on [the] *something*
find [an] e-mail about [the] *something*
find [an] e-mail on [the] *something*
search [the] bookmarks for [the] *something*
search [the] computer for [the] *something*
search [the] documents for [the] *something*
search [the] Dragon help for [the] *something*
search [the] e-mail for [the] *something*
search [the] favorites for [the] *something*
search [the] files for [the] *something*
search [the] mail for [the] *something*
search [the] messages for [the] *something*
search [web] history for [the] *something*
search the [web] history for [the] *something*

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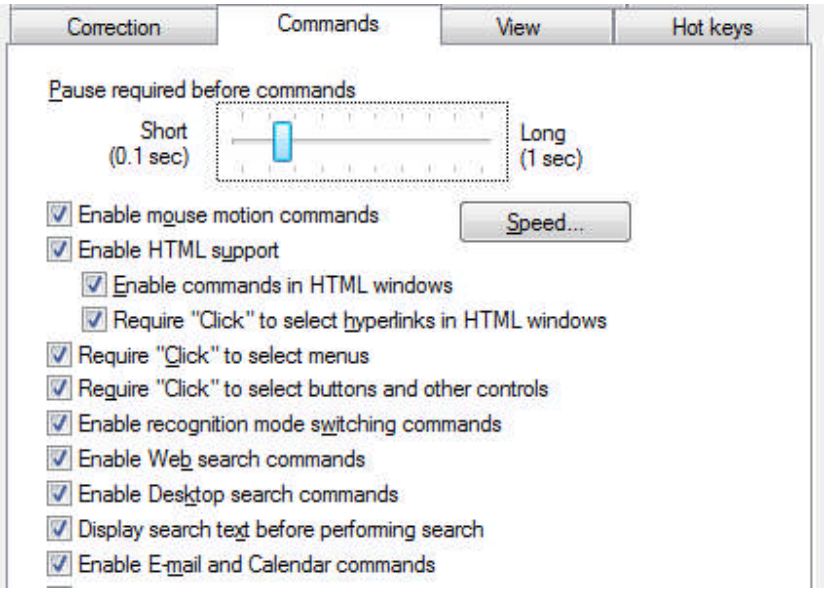
Note: These Desktop search shortcuts, like the Web search shortcuts, can be disabled or enabled on the **Commands** tab of Dragon's Options dialog. Their option also controls the Help search shortcut (**"search Dragon Help for…"**)



Opening and Closing Programs and Windows

You can use your voice to open any item present on your desktop (including files, folders, and shortcuts): just say **open** followed by the item's name. (You can also use the verbs **start**, **launch** or **show**.) For instance, to open an item called "winter projects", you could say **open winter projects**. (It's helpful to have names that are easy to speak!)

IMPORTANT: This works at any time, even if the desktop is not visible. This is a powerful feature, but if you don't need it, consider disabling it. (See the checkbox on the Commands tab of the Options dialog.)

Dragon has a similar option for Start menu items: you can start a program or other item that is in the Start menu by its name. For instance, **start DragonPad**, **open Internet Explorer, start Notepad, start Paint,** or **start Windows Explorer.** This works at any time, even if the Windows Start menu is not open. Consider disabling this powerful feature if you don't need it. (See the Commands tab of the Options dialog.)

TIP Do you need to say "start Word", "start Microsoft Word" or "start Microsoft Office Word 2007"? In the Start Menu (on your Windows taskbar), look under Programs. Whatever the *final* submenu is called is the name Dragon may expect--except for popular applications listed in the Help; for these, shorter names are supported. If you find the listed name inconvenient, you can create a *shortcut* to the application and rename that shortcut to something easy; once you have done that, you can also use the easier name to open the application.

To open the Start menu, say **click Start** or **click Start menu.** This menu and other menus can be navigated by voice, as you will see.

To close the active window, you can say **click close, close window** or **press F4**.

Resizing Windows and Switching Between Them

To minimize an active window, say **click minimize** or **minimize window** (the window remains on your screen, minimized as a taskbar icon). To maximize (enlarge to fit the screen) an active window, say **click maximize**.

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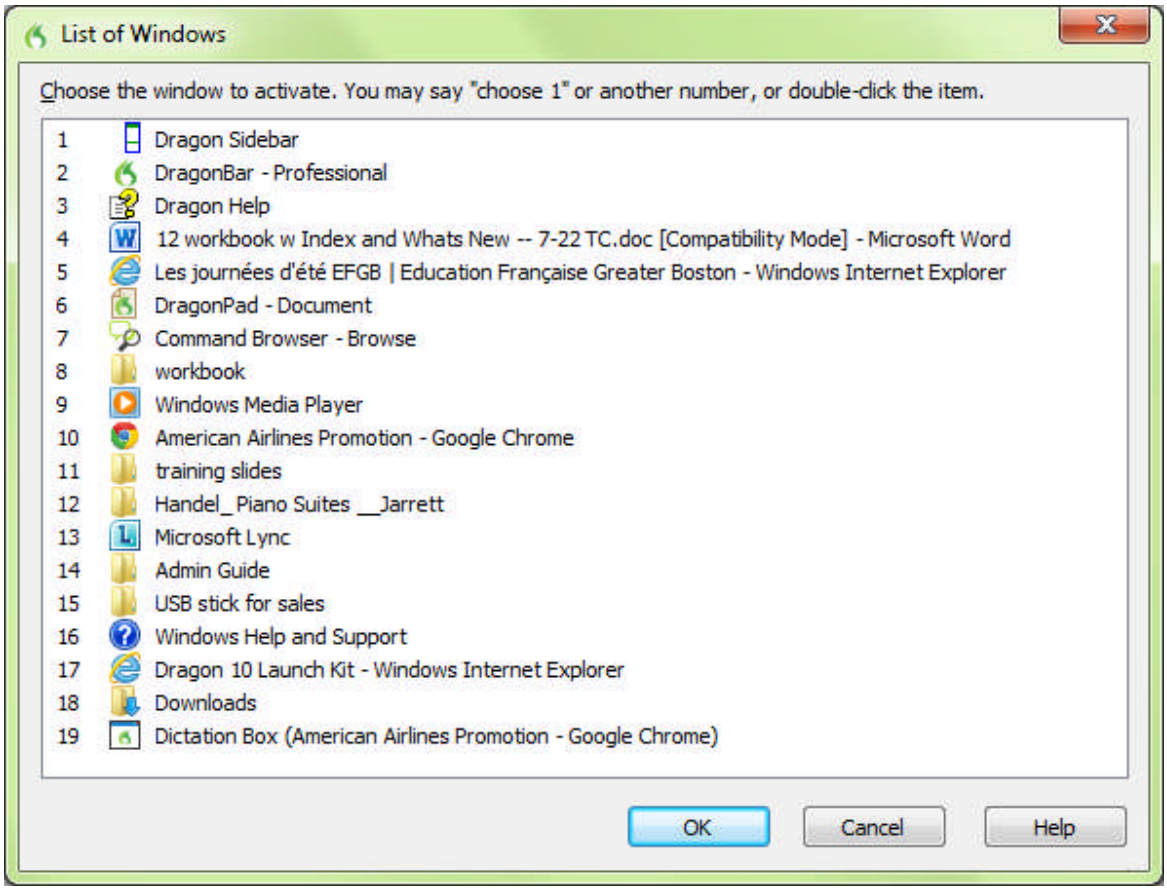
If *several windows are open* on your computer, you can change which one is active and in the foreground in several ways:

- Say **"switch to"** followed immediately by the name of the desired *application, folder, or document*: e.g., **switch to DragonPad**, **switch to Lotus Notes**, **switch to My Computer**, **switch to DragonBar**, **switch to winter projects**.
- Say **switch to next window** as many times as necessary to cycle through all the open windows (this is equivalent to pressing Alt +Tab).
- Say **switch to previous window** to go back to the previously active window.
- Say **list all windows** then say (or press) the *number of the desired window*.

  Note: particularly if many windows are open, you may wish to specify an application: say **list windows for <application>,** for instance: **list windows for Dragon** or **list windows for Internet Explorer.**


List of Windows
Choose the window to activate. You may say "choose 1" or another number, or double-click the item.
1 Dragon Sidebar
2 DragonBar - Professional
3 Dragon Help
4 12 workbook w Index and Whats New -- 7-22 TC.doc [Compatibility Mode] - Microsoft Word
5 Les journées d'été EFGB | Education Française Greater Boston - Windows Internet Explorer
6 DragonPad - Document
7 Command Browser - Browse
8 workbook
9 Windows Media Player
10 American Airlines Promotion - Google Chrome
11 training slides
12 Handel_Piano Suites __Jarrett
13 Microsoft Lync
14 Admin Guide
15 USB stick for sales
16 Windows Help and Support
17 Dragon 10 Launch Kit - Windows Internet Explorer
18 Downloads
19 Dictation Box (American Airlines Promotion - Google Chrome)
OK
Cancel
Help

"Clicking" menus, buttons and other interface controls

To "click" on an application menu or submenu, just say its name preceded by the word "click" (or not depending on the option for menus—see below). For instance, for a menu labeled Insert, say **Click Insert**. (The application must have the focus, which you can usually tell by the appearance of its title bar.)

When accessing a submenu, pause briefly after the name of the menu. For instance, in applications like Word 2003: to see the available toolbars, you can say **click View** (pause) **click Toolbars,** and to save a file under a certain name, you can say **click File** (pause) **Save As**.

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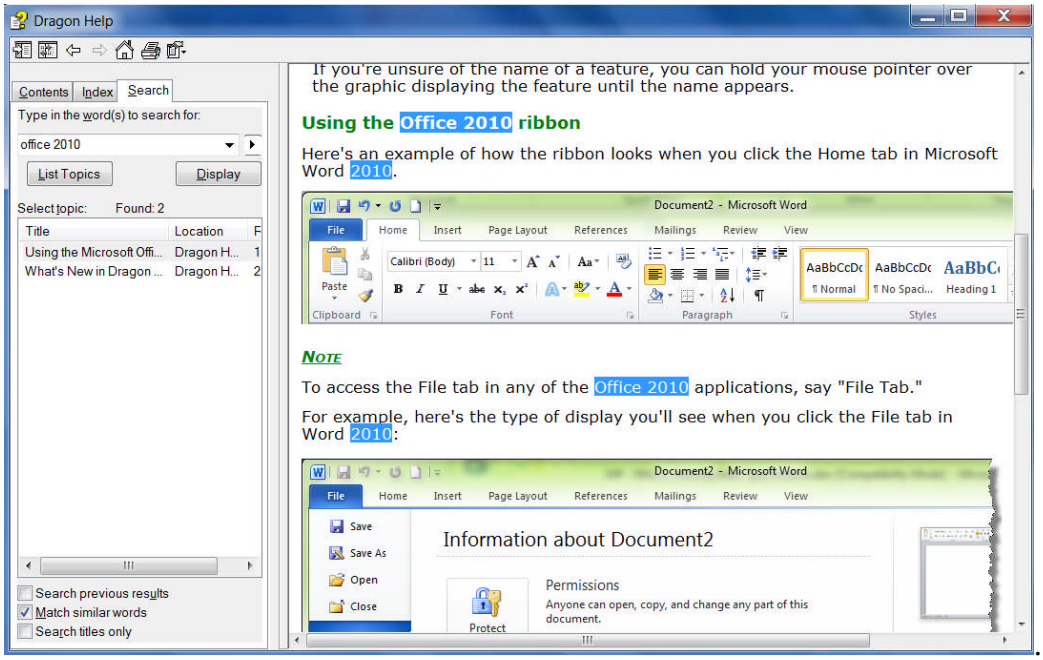
TIP To close an open menu, you can just say **cancel** or **press Escape** (equivalent to pressing the Esc key at the top left of your keyboard).

If you use Office 2007, familiarize yourself with the "Ribbon" and its ScreenTips (revealing the item's name), Quick Access Toolbar, and KeyTips (the new display of keyboard shortcuts). Note: to click the Office Button (the equivalent to the File menu of earlier Office versions) by voice, say "click **Office button**".

Note: With Office 2010, Microsoft introduced some changes to the applications' interface—in particular, it introduced the File Tab. The other tabs can be accessed by voice by just saying their name, but for the File Tab you must say "**file *tab***" or "**click file *tab***". With Office 2013, Microsoft also made some interface modifications. For details on support for Office 2010 and 2013, please see the resources on www.nuance.com and the Help. (Remember that you can search Dragon's Help directly by naming search keywords in a command such as "search Dragon help for open quote office 2010 close quote.")



TIP By default, some Microsoft applications show only the most used menu items. For optimal voice usage, consider changing this default. (This may be located in the application's Tools menu: open the Customize dialog and check the box "Always show full menus.")

In addition to menus, Windows program interfaces may contain controls such as buttons, checkboxes, tabs, and radio buttons. How do you access these by voice? You guessed it: "say what you see" (preceded by "click" if required).

IMPORTANT

- Dragon 12 lets you require the word "click" before the names of menus independently from buttons and other interface controls.
- By default, Dragon 12 requires the word '**click**' before the name of menus as well as buttons and other controls: for instance, for a button labeled OK, you would say **click OK**. (This can be useful to prevent unintended actions such as the voice-clicking of Send in email.) Dragon offers a similar "Require 'Click'" option for HTML links, which applies to hyperlinks in supported Web browsers as well as in the Tutorial, Sidebar, and Accuracy Center. See the Commands tab of the Options dialog.

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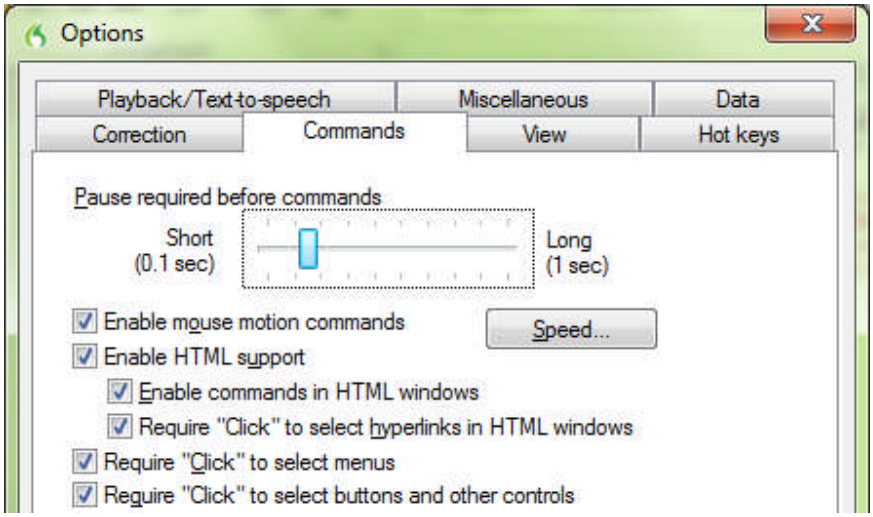

This workbook presents several of Dragon's dialog boxes, which often contain controls labeled **Cancel**, **Yes**, **No,** or **OK.** As you follow the instructions and perform the exercises in each chapter, you may wish to take the opportunity to practice accessing the controls by voice.

Exercise 1: Previous lessons introduced you to the Options dialog box; we will use this dialog box to practice accessing buttons, tabs, and other interface *controls*.

1. Open Dragon's Options dialog, then its **View** tab.
2. Select and unselect the radio buttons and checkboxes for the DragonBar.
3. Restore the defaults.

IMPORTANT Dragon 12 lets you disable its ability to "track" the name of interface controls, in all programs or just in programs of your choice: see the checkbox and drop-down list "Voice-enable menus, buttons and other controls" on the Miscellaneous tab of the Options dialog.

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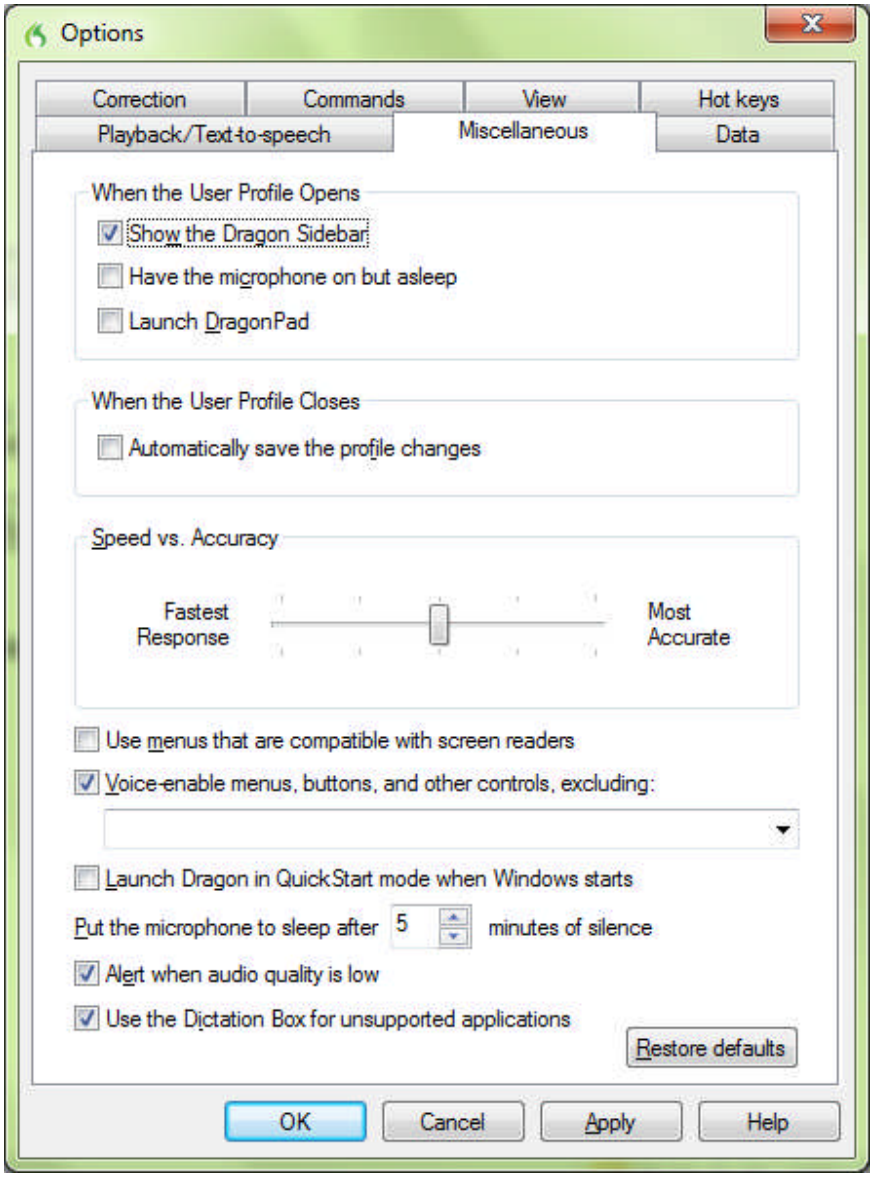

"Natural Language Commands" and the Command Browser

Dragon comes with large sets of commands that let you order actions directly and in a natural manner, instead of going through menus, submenus, and dialog boxes: for instance, saying **"Insert Page Break"** in Microsoft Word 2003 instead of opening the "Insert" menu, then choosing the submenu "Break", then the option "Page Break".

Dragon's Sidebar contains a sampling of these commands when they are available (and if your edition supports them). As you will notice, Dragon's command names tend to describe the action, starting with the verb then the object.

- To read about the commands for a specific application, open the Help (you can say **give me help** or **show Help topics**) or launch a Help search directly with a command such as **"search Dragon Help for Internet Explorer commands."** You can also jump to relevant Help topics directly from the Sidebar's hyperlinks.

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- To see all the commands and their variations (optional words, alternate words, etc.), open the *Command Browser* and use its *Context* list and *Keyword Filter* box to display just the commands that contain a particular word or words and are active in a particular application. When you see in the list a command that looks interesting, make sure it's highlighted in the list then use the links on the Command Browser's menu to show all its wordings (for instance, to include all optional words or to expand ellipses).

IMPORTANT If it detected that your PC's resources would not allow it to perform with both speed and accuracy, Dragon may have disabled its Natural Language Command sets for Word, Excel, PowerPoint and WordPerfect. If speed is not a priority for you and you wish to use Natural Language Commands in one or all of these applications, enable them via the Option dialog's Commands tab. (See the More Commands button near the bottom.)

Note that if you enable the Natural Language Commands for Microsoft Word, for instance, Dragon's speed may decrease within Microsoft Word (or Microsoft Outlook using Word as its editor).

"Voice-Pressing" Keys

At times, you may wish to use your voice to press a key or key combination on your keyboard.

TIP Common accelerator keys for Windows operating systems include: Esc to close a window, Enter to active the item which has the focus, Tab to move the focus forward, and Shift Tab to move the focus backward. Most buttons, menus and checkboxes have an *underlined letter* in their label: you can activate them by pressing the *underlined letter* (if underlines are not visible, press Alt first.) For keyboard shortcuts specific to a particular application, search the application's Help or the Internet.

Dragon lets you "voice-type" keys on your keyboard. Just say **press** or **type** followed by the name of the key(s): any letter or number, but also Page Up, Home, Enter, Tab, Caps Lock, F2, Control, Alt, Shift, Windows...

For instance:

Say **press spacebar**	to select or unselect a checkbox.
Say **press F5** or **press Function 5**	to refresh the view.
Say **press Alt e**	to "click" a control labeled with an underlined 'e'.
Say **press Control f**	to open the Find field in most applications.
Say **press Escape**	to "escape" out of a window.
Say **press Alt Down**	to open a drop-down list.
Say press Windows D	to show the desktop

Note: To undo a keystroke, you can say **undo that**.

Exercise 2: Observe the Find and Replace dialog box below and its controls: tabs, drop-down lists, checkboxes, and buttons. Answer the following questions (think of "voice-typing" as well as "voice-clicking" options), then open a similar dialog in your word processor and practice navigating it by voice.

- How could you place the insertion point in the Find field? How could you go to the other tabs?
- Which control currently has the focus? How could you move the focus to the Find Next button?

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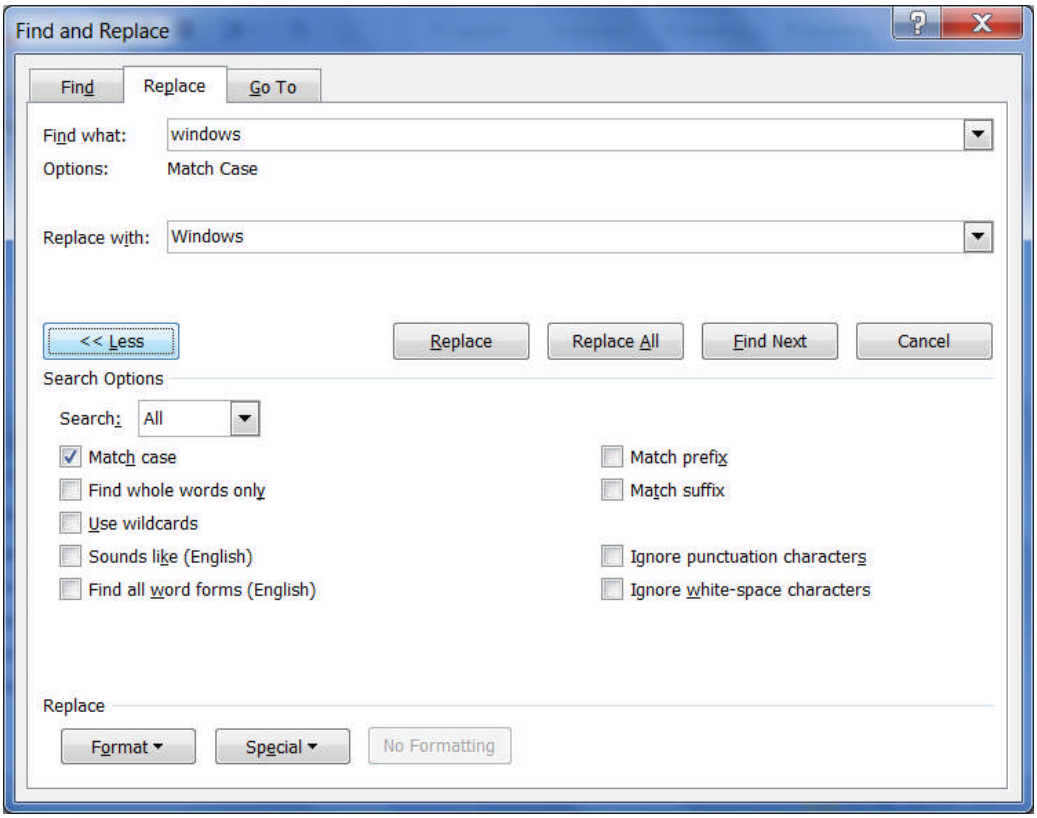
- How could you close this dialog box?



Special considerations for Windows 8

In Windows 8, Microsoft introduced major changes for end-users compared to previous operating system releases (some of these changes may feel strange at least initially), but Windows 8 does offer an interface similar to the familiar desktop (minus its Start menu button). Applications such as Microsoft Word and Excel open in that "classic" interface.

The Start screen and Charms bar

The Start menu of previous operating systems doesn't exist in Windows 8, but equivalent functionality is provided by the Start screen and the Charms bar (illustrated here).

In version 12.5 of Dragon, you can use the commands "**open Charms bar**" and "**open Start screen.**"

Remember that, if you know "accelerator keys" in the operating system or applications, you may wish to take advantage of Dragon's ability to press keys. For example, you can give the commands "**press down arrow**" or "**press Windows key**" (this toggles to the desktop, or the Start screen, or the latest "modern" app open) or "**press Windows h**" (this accesses Windows 8's Share feature).

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TIP To see the expanded view of the Start screen, you can give commands including **"show all applications."**

On the Start screen, if you type some keys, the Search field automatically opens up, displaying the characters you typed; the same is true if you dictate. You can use this to search for or open items by voice. For instance, if you wish to open the folder that contains the dragon log, you could say "dragon log" – and once the words "dragon log" appear in the Search field, you can say "press enter" to activate the search result that is currently in focus.

Desktop vs. "Modern"

Dragon is designed to be used primarily in the desktop environment, the "classic" interface.

Only there can Dragon's various interface elements appear; this includes the Results display, the Sidebar, the Vocabulary Editor, the Accuracy Center, the Open User Profiles dialog, the list of open windows, the Edit Keywords window triggered by commands such as "search maps for…" If, while outside the desktop environment, you do something that causes one of these windows to open, that window will be open on the desktop.

Outside of the desktop environment, Dragon's usual capabilities may not apply. In particular, there is no Full Text Control.

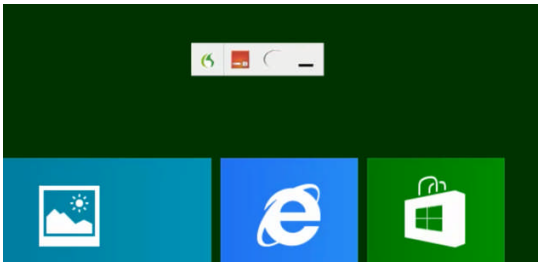
Note: Dragon's capabilities for Internet Explorer only apply to the desktop environment; they do not apply to the Internet Explorer app (the full-screen "modern" app introduced with Windows 8).

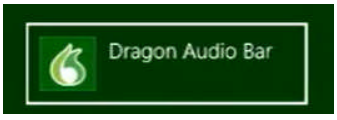
The Audio Bar

As mentioned above, Dragon's Results indicator (the "rolling" icon when dictation is recognized and the Results box when a command is recognized) cannot appear outside of the desktop interface. In Dragon 12.0, outside of the desktop interface, there is no indication of whether Dragon's microphone is on, off, or asleep. In Dragon 12.5, if you wish to, you can open a small toolbar, the Dragon Audio Bar, which contains the microphone button and volume meter. Note that the Audio Bar does not open by default. One can access it from the Start screen.

IMPORTANT: By dragging the Dragon Audio Bar with your mouse, you can move it to a location that is convenient for you. (Keep in mind that the Dragon Audio Bar is visible in the desktop environment, but there is no need for it there.) If you wish to *close* the Dragon Audio Bar, click its "minimize" icon, the right-most icon (this "minimizes" the bar in the sense of making it disappear; it does not close Dragon NaturallySpeaking itself).

Below is a screenshot of the Dragon Audio Bar itself, as well as a screenshot of its "tile" on the expanded Start screen.





Note: For the latest details on using Dragon in Windows 8, please see the Knowledgebase on the Nuance website: http://www.nuance.com/support/dragon-naturallyspeaking/index.htm

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Key points about controlling your computer by voice

- ✓ At any time, no matter what is visible, you can open a Start menu or desktop item by saying **start, launch, show** or **open** immediately followed by the name of the item. In version 12, these two powerful capabilities can each be disabled or enabled from the Options dialog.
- ✓ You can switch between windows with commands like **switch to WordPad** and **list windows for Dragon**.
- ✓ To click menus, buttons, and other *controls*, you can "*say what you see*" (you can choose to say "click" right before, or not).
- ✓ By default, Dragon 12 requires the word '**click**' just before the name of menus as well as the name of buttons and other controls: for instance, for a button labeled "OK", you would say **click OK**. This can be useful to prevent unintended actions such as voice-clicking Send in an email. Dragon offers a similar "Require 'Click'" option for HTML links. See the Commands tab of the Options dialog.
- ✓ You can "voice-press" one or more keys by saying **press** or **type** followed by the name of the key(s).
- ✓ Dragon offers "shortcut commands" to search your computer for items containing the keyword(s) you specify. (These commands take advantage of indexing software which must be running on your computer). For instance, to find all indexed e-mails containing the words "Canada" and "budget", you could say **search email for Canada budget**.
- ✓ If it detected that your PC's resources would not allow it to perform with both speed and accuracy, Dragon may have disabled its Natural Language Command sets for Word, Excel, PowerPoint and WordPerfect. If speed is not a priority for you and you wish to use Natural Language Commands in one or all of these applications, enable them via the Option dialog's Commands tab. (See the More Commands button near the bottom.)

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Using Dragon NaturallySpeaking with the Internet

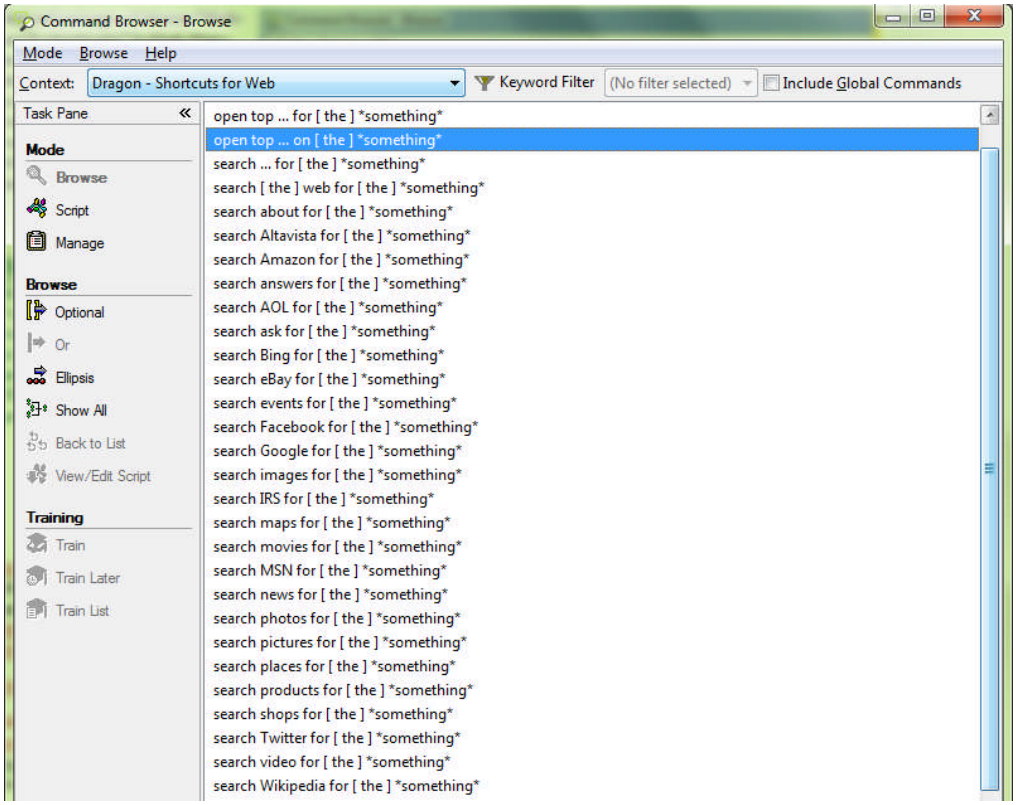
What you can do on the Web with Dragon *depends on what Web browser you are using*. A key difference between Internet Explorer and Mozilla Firefox is that Dragon doesn't have Full Text Control in Firefox.

This lesson introduces commands for typical Web-related actions, including shortcut commands. The Command Browser lists many more. Be sure to see the Help for details about using your voice on the Web and about Web-related Dragon options.

The Web Shortcuts including "open top site for…"

Dragon includes commands you can say anytime to perform *general* Web searches, as well as searches in specific *categories* (**maps, news, products, images, videos**) or specific *websites*, such as Wikipedia. You could say for instance '**search images for purple chrysanthemum**.' Dragon will then present, in your *default Web browser*, the results your default *search engine* found for those words in its image category.

A key advantage of these "Web search shortcuts" is that they can be used anytime, *no matter what program is currently active on your screen*. No need to first switch to your browser. These commands don't even require your Web browser to be open!


Command Browser - Browse
Mode Browse Help
Context: Dragon - Shortcuts for Web
Keyword Filter (No filter selected)
Include Global Commands
Task Pane
Mode
Browse
Script
Manage
Browse
Optional
Or
Ellipsis
Show All
Back to List
View/Edit Script
Training
Train
Train Later
Train List
open top ... for [the] *something*
open top ... on [the] *something*
search ... for [the] *something*
search [the] web for [the] *something*
search about for [the] *something*
search Altavista for [the] *something*
search Amazon for [the] *something*
search answers for [the] *something*
search AOL for [the] *something*
search ask for [the] *something*
search Bing for [the] *something*
search eBay for [the] *something*
search events for [the] *something*
search Facebook for [the] *something*
search Google for [the] *something*
search images for [the] *something*
search IRS for [the] *something*
search maps for [the] *something*
search movies for [the] *something*
search MSN for [the] *something*
search news for [the] *something*
search photos for [the] *something*
search pictures for [the] *something*
search places for [the] *something*
search products for [the] *something*
search shops for [the] *something*
search Twitter for [the] *something*
search video for [the] *something*
search Wikipedia for [the] *something*

TIP These commands let you take advantage of capabilities of specific search engines. For example: conversions and calculations, as in **'search Google for 61 percent of 1400'** and **'search Bing for 77 euros in dollars'.**

These shortcut commands can be disabled or enabled on the Commands tab of Dragon's Options dialog.

Controlled by the same option is a different type of Web shortcut command: **open top [web] site…** Instead of presenting search results, this command directly opens the website corresponding to the top result of the keywords you included in the command. Using such a command can be the quickest way to open the website for an institution or Web-based application: for example, you could say "open top site for Facebook" or "open top site for Nuance Communications."

Before these shortcut commands are executed, Dragon gives you a chance to edit the search string: it opens a small dialog box which lets you revise, replace, or augment your keywords. This lets you make your search commands very precise, which means you will find more quickly what you wanted.

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This Edit box* is controlled by an option, enabled by default for Web and Desktop shortcut commands. Note: If you turn this option off, you may not see any action right away after giving one of these commands; this is normal since the search engine itself needs a moment to complete the requested action.

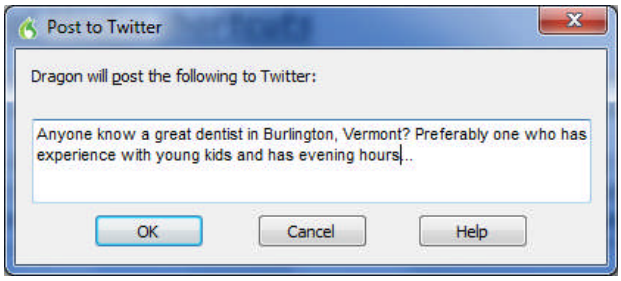
The Shortcut Commands for Social Media

Dragon offers commands to quickly post to Facebook or Twitter. In Version 12, you can disable these from the Commands tab of the Options dialog, under the button "More commands."

There are two ways to create your post:

- You can select some text you dictated or some text *in an editable document*, then say "Post that to Facebook" or "Post that to Twitter."
- You can also append dictation directly in your command, as in the Web search shortcuts: say "Post to Facebook" or "Post to Twitter" immediately followed by the text you want to post. For example, "post to Twitter anyone know a great dentist in Burlington Vermont question mark."

Dragon then brings up a dialog box where you can verify, complete or modify your text. Once you click OK, Dragon will make the post for you.


Post to Twitter
Dragon will post the following to Twitter:
Anyone know a great dentist in Burlington, Vermont? Preferably one who has experience with young kids and has evening hours..
OK
Cancel
Help

Note: What Dragon executes with these commands is just making the post, as opposed to opening the Facebook or Twitter websites. Showing you the post itself in its website if not part of the command's execution. If you wish to see your new post using just voice commands, you could for instance say "open top site for Facebook" and then say "refresh page."

Browser specifics

The following sections cover actions often performed in HTML pages. (There are many more commands; see the Help and Command Browser.)

IMPORTANT: Whenever you use Dragon on the Web (whether for email or for something else), your experience will depend on several factors, including:

- The particular settings in your browser and in the Web-based application,
- The design of the particular web page,
- What browser (and what version of that browser) you use. Be sure to see the Help for details including browser specifics. What Dragon can do differs significantly among browsers. Examples:
  - In Mozilla Firefox (outside of Gmail and Hotmail/Outlook.com), there is no Full Text Control, so you may wish to use the Dictation Box (see the lesson Editing Text by Voice). Also, to click a hyperlink, you may need to say its full (name preceded by the word "click").

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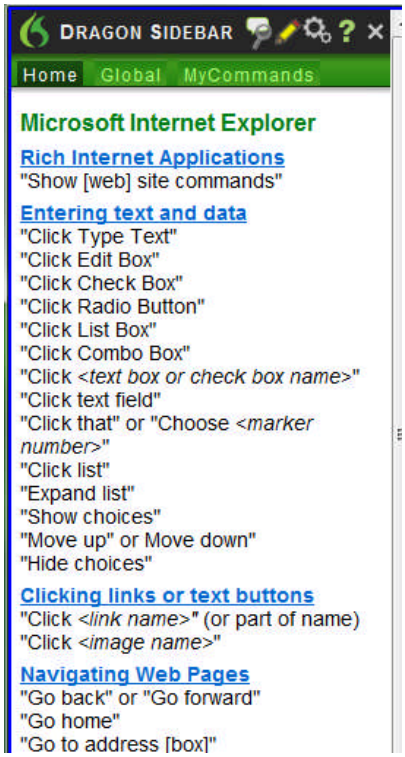
- For Google Chrome, Dragon doesn't have browser commands (such as "go to address bar") or the ability to click links by saying their name. In this browser, you can only use global commands (**press alt d**, **press enter**, **press Escape**, **press control t**, **press F5**, **page down**, **move mouse up**, **mouse click**, etc.) Also (outside of Gmail and Hotmail/Outlook.com), there is no Full Text Control in Chrome: as you dictate in Chrome text fields, the checkmark icon on the DragonBar is grayed out.
- Dragon has many commands specific to Internet Explorer, including for **text boxes** or check boxes.

Here is an illustration of Sidebar content for Internet Explorer, including commands specific to this Web browser.



Navigating to and within a Web page

Say **go to address** to go to the address bar; after entering a URL, say **go there** or **press Enter**.

Say **go back** or **go forward** to click the Back or Forward buttons; say **go home** to access the homepage.

Say **add to favorites** to add the current site to the Favorites list.

Say **refresh page** or **reload page.** (To stop a page load, you can say **stop loading**.)

Say **page down** or **start scrolling down** to see more of the web page. (You can then say **stop scrolling**.)

Say **add a new tab**, **open new tab, switch to previous tab, close tab**…

Say **next frame, previous frame, next pane**…

Say **click close** or **press Escape** to close a popup window.

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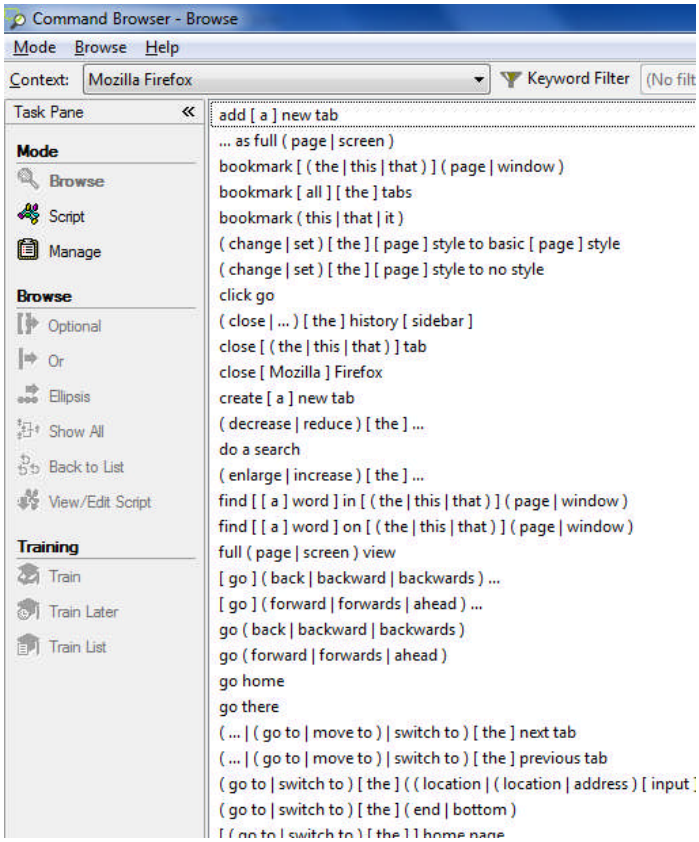
Command Browser - Browse
Mode Browse Help
Context: Mozilla Firefox
Keyword Filter
Task Pane
Mode
Browse
Script
Manage
Browse
Optional
Or
Ellipsis
Show All
Back to List
View/Edit Script
Training
Train
Train Later
Train List
add [a] new tab
... as full (page | screen)
bookmark [(the | this | that)] (page | window)
bookmark [all] [the] tabs
bookmark (this | that | it)
(change | set) [the] [page] style to basic [page] style
(change | set) [the] [page] style to no style
click go
(close | ...) [the] history [sidebar]
close [(the | this | that)] tab
close [Mozilla] Firefox
create [a] new tab
(decrease | reduce) [the] ...
do a search
(enlarge | increase) [the] ...
find [[a] word] in [(the | this | that)] (page | window)
find [[a] word] on [(the | this | that)] (page | window)
full (page | screen) view
[go] (back | backward | backwards) ...
[go] (forward | forwards | ahead) ...
go (back | backward | backwards)
go (forward | forwards | ahead)
go home
go there
(... | (go to | move to) | switch to) [the] next tab
(... | (go to | move to) | switch to) [the] previous tab
(go to | switch to) [the] ((location | (location | address) [input
(go to | switch to) [the] (end | bottom)

Accessing a specific item on a Web page

These commands require the setting "Enable commands in HTML windows," which is on by default and can be found on the Commands tab of the Options dialog.

IMPORTANT: Dragon is always looking to match what it hears to possible commands. For HTML windows, you can choose to *require* ***'click'***, because saying a word or phrase in isolation may activate a link instead of being transcribed—see the Commands tab of the Options dialog. This option is on by default.

For all these commands, if what you said matches multiple items on the screen, Dragon will display *numbered arrows* next to the items; to indicate the desired item, say **choose 3** or whatever number corresponds to your choice. (If you need the numbers to go away, just say **hide numbers**.)

> To click a *hyperlink*, say its name or *just part of it*, preceded by the word '**click**' or not. (If a red arrow appears next to it, say **click that**.)

The following commands apply *only to Internet Explorer*:

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Say **click text field** or **edit box** to move the insertion point to the first text field on the screen. If you want to dictate into the next text field, you can say **next control**.

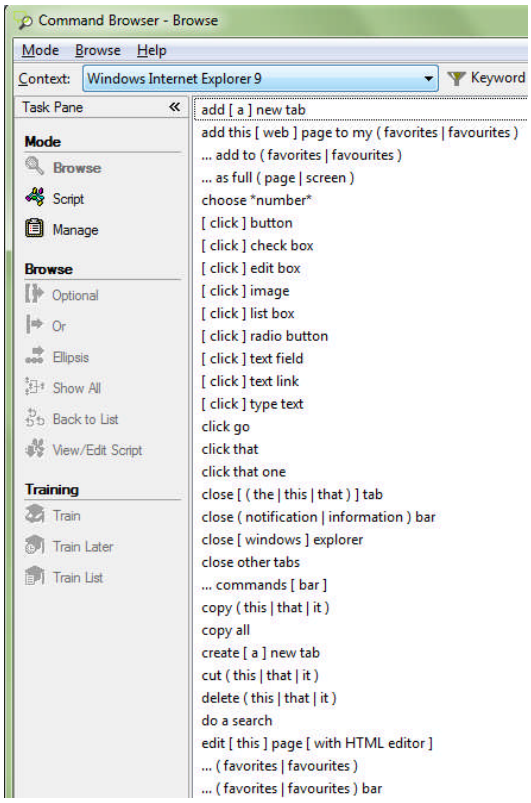
Say **click image** to click on an image. (Note: on the Web, some items may be designed to look like text but are actually images.)

Say **click check box** to select (or unselect) a check box.

Say **click radio button** to select a radio button (round option button).

Say **click list box** to select a list box, then **drop list** or **show choices** to display the list. (To highlight list items, you can use the **move up *n*** and **move down *n*** commands.)

Say **click combo box** (combination of a drop-down list and a single-line textbox)


Command Browser - Browse
Mode Browse Help
Context: Windows Internet Explorer 9
Keyword
Task Pane
Mode
Browse
Script
Manage
Browse
Optional
Or
Ellipsis
Show All
Back to List
View/Edit Script
Training
Train
Train Later
Train List
add [a] new tab
add this [web] page to my (favorites | favourites)
... add to (favorites | favourites)
... as full (page | screen)
choose *number*
[click] button
[click] check box
[click] edit box
[click] image
[click] list box
[click] radio button
[click] text field
[click] text link
[click] type text
click go
click that
click that one
close [(the | this | that)] tab
close (notification | information) bar
close [windows] explorer
close other tabs
... commands [bar]
copy (this | that | it)
copy all
create [a] new tab
cut (this | that | it)
delete (this | that | it)
do a search
edit [this] page [with HTML editor]
... (favorites | favourites)
... (favorites | favourites) bar

Key points about Dragon and the Web

- ✓ Dragon includes commands you can say anytime to perform *general* Web searches, as well as searches in specific *categories* (**maps, news, products, images, videos**) or specific *websites*, such as Wikipedia.
- ✓ The shortcut command "open top site for…" can be the quickest way to open the website of an institution or service.
- ✓ The Web shortcut commands can be disabled or enabled on the Commands tab of Dragon's Options dialog.
- ✓ Before executing these shortcut commands, Dragon opens a small box which lets you revise, replace, or augment your keywords. If you wish to disable this Edit box, use the Commands tab of Dragon's Options dialog.
- ✓ Dragon offers commands to quickly post to Facebook or Twitter. In Version 12, you can disable these from the Commands tab of the Options dialog, under the button "More commands."
- ✓ Dragon is always looking to match what it hears to possible commands. For HTML links, by default, Dragon requires you to say ***'click'***, because by saying a word or phrase in isolation you could activate a link inadvertently. (This requirement can be changed on the Commands tab of the Options dialog.)
- ✓ What Dragon can do differs significantly among Web browsers.
- ✓ In Firefox and Chrome, Dragon doesn't have Full Text Control -- therefore you may wish to use the Dictation Box. Exception: in Gmail and Hotmail/Outlook.com, if the Dragon plug-in is enabled, as described in the section on Web-based email.

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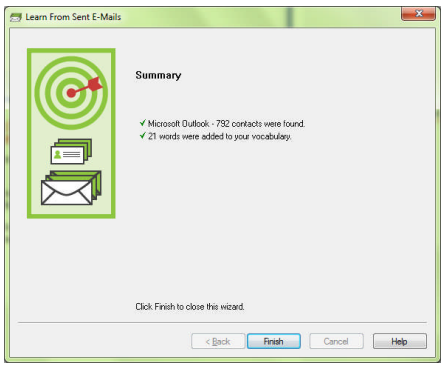
Using Dragon NaturallySpeaking for E-mail

"Voice-typing" in itself is a great benefit for e-mail usage, but for certain e-mail applications, Dragon lets you do much more. This lesson introduces important commands and tips for using Dragon with e-mail, including *shortcut commands* and two popular *Rich Internet Applications*: Gmail and Hotmail/Outlook.com.

IMPORTANT Although Dragon can automatically format email addresses and URLs as you dictate them, it can be efficient to add to the Vocabulary e-mail addresses and domains you use frequently (be sure to specify Spoken Forms as needed). Users of Lotus Notes, Outlook, Outlook Express and Windows Mail should take advantage of Dragon's tool for adapting the Vocabulary based on sent emails as well as finding Contact names to add. (See the Help menu's Improve My Accuracy.)



Voice Shortcut Commands

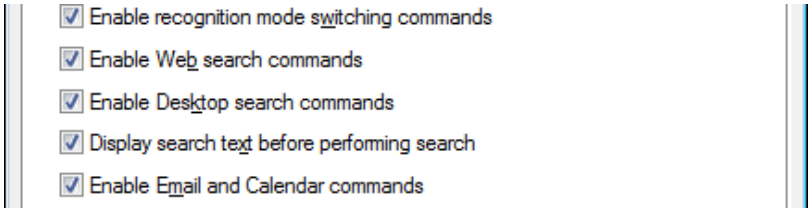
Dragon has many commands for use in Microsoft Outlook, including in the Inbox (you can forward, move, or flag messages, for instance) and in the Calendar.

For quickly creating messages, appointments, meetings, and tasks, Dragon offers "shortcut" commands that work *no matter what is currently active on your screen.* At any time, you can say for instance **create email to Jane Miller and Payroll**, **schedule meeting with Joe Keller and Jane Brown**, **create appointment at noon**, **schedule appointment on August fifteenth**, **create task about office supply inventory**, or **email the selection to Jane Miller** ("the selection" being the selected text or file).

Note: In version 12, for the shortcut for emailing the selection, "email the selection to…" is the only possible wording. All previous wordings have been deprecated.

TIP Before using these commands, make sure Dragon is able to recognize unusual words such as the names you plan to mention (use the Accuracy Center).

These shortcut commands can be disabled or enabled from the checkbox "Enable E-mail and Calendar commands" on the Commands tab of the Dragon's Options dialog.


Enable recognition mode switching commands
Enable Web search commands
Enable Desktop search commands
Display search text before performing search
Enable Email and Calendar commands

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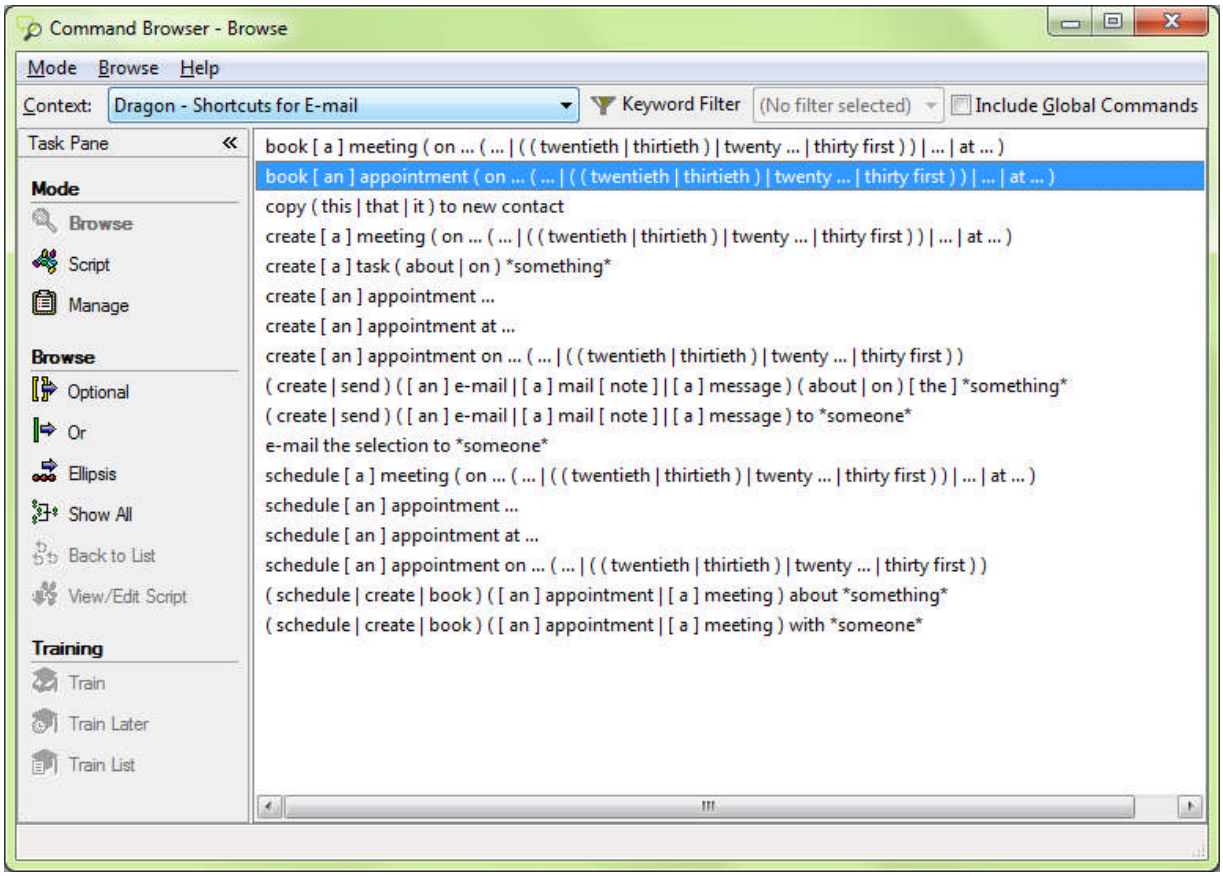
To see more commands, you can explore the Command Browser's "Context" list and take advantage of the Sidebar as well as the Help: for instance, you could say "search Dragon help for Outlook calendar."


Command Browser - Browse
Mode Browse Help
Context: Dragon - Shortcuts for E-mail
Keyword Filter
(No filter selected)
Include Global Commands
Task Pane
Mode
Browse
Script
Manage
Browse
Optional
Or
Ellipsis
Show All
Back to List
View/Edit Script
Training
Train
Train Later
Train List
book [a] meeting (on ... (... | ((twentieth | thirtieth) | twenty ... | thirty first)) | ... | at ...)
book [an] appointment (on ... (... | ((twentieth | thirtieth) | twenty ... | thirty first)) | ... | at ...)
copy (this | that | it) to new contact
create [a] meeting (on ... (... | ((twentieth | thirtieth) | twenty ... | thirty first)) | ... | at ...)
create [a] task (about | on) *something*
create [an] appointment ...
create [an] appointment at ...
create [an] appointment on ... (... | ((twentieth | thirtieth) | twenty ... | thirty first))
(create | send) ([an] e-mail | [a] mail [note] | [a] message) (about | on) [the] *something*
(create | send) ([an] e-mail | [a] mail [note] | [a] message) to *someone*
e-mail the selection to *someone*
schedule [a] meeting (on ... (... | ((twentieth | thirtieth) | twenty ... | thirty first)) | ... | at ...)
schedule [an] appointment ...
schedule [an] appointment at ...
schedule [an] appointment on ... (... | ((twentieth | thirtieth) | twenty ... | thirty first))
(schedule | create | book) ([an] appointment | [a] meeting) about *something*
(schedule | create | book) ([an] appointment | [a] meeting) with *someone*

Commands for your installed email program

You can start your default e-mail program by saying **Start mail**.

With the program's inbox open, you can say:

new mail - creates a new mail message

open mail - opens the mail message highlighted in the list

close mail - closes the open mail message

forward mail / this- forwards the highlighted or open mail message

reply to mail / this - replies to the highlighted or open mail message

delete mail - deletes the highlighted or open mail message

check for new mail - checks for new mail/opens your Inbox

Note: In e-mail commands, you can substitute **message**, **e-mail**, or **memo** for the word **mail**.

TIP In lists (of messages, of folders…), you can use navigation commands like **move down 3**, **move up 9**, as well as **go to top** and **page down**…

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When in a message, you can move between its fields by saying **Tab** or **Tab key**, or by saying the following commands naming the desired field:

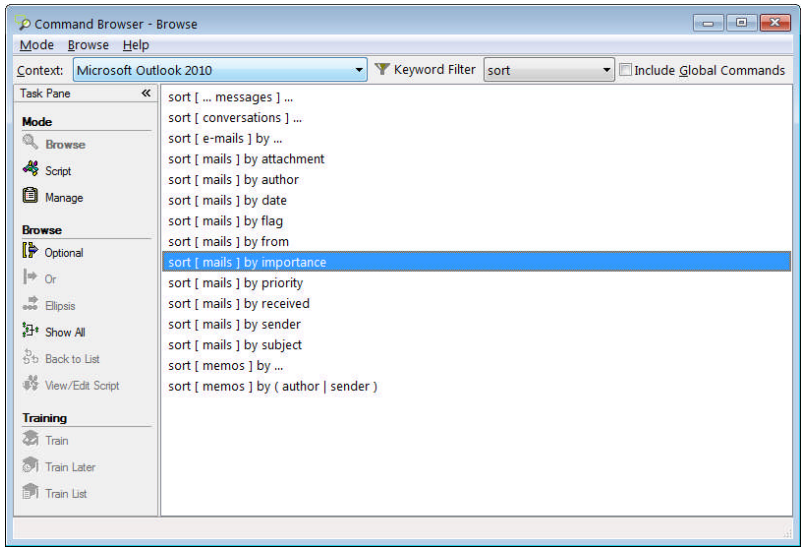
move to To [field]

move to CC | BCC [field]

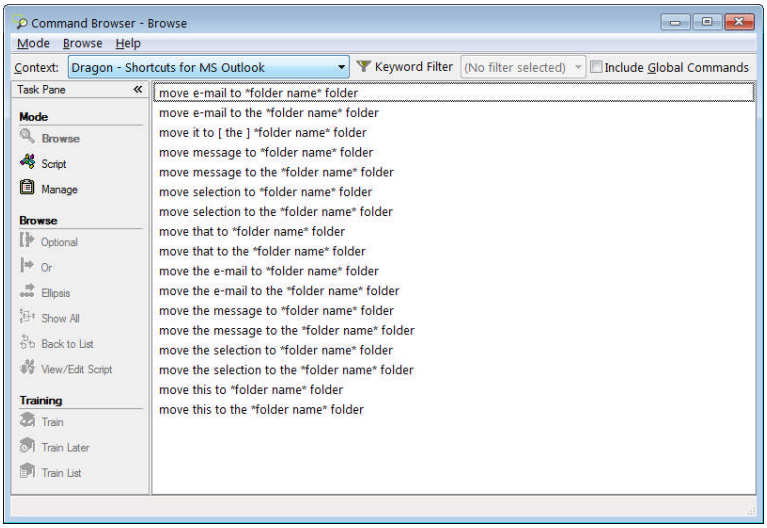
move to Subject | Body [field]

Note: In these commands, the word **"field"** is optional, and you can substitute **"go"** for **"move."**)

Dragon has hundreds of mail-related commands. To find wordings for an action that interests you in a particular mail program, use the Command Browser: in its Browse mode, use the "Context" drop-down list to pick the program, then use "Keyword Filter" to enter one or more words related to that action. The example below illustrates a search for Outlook 2010 commands containing the word "sort."



In Microsoft Outlook, you can also use your voice to move the selected email to a particular folder. For example, if you have an Outlook folder called "ideas" and want to move the selected email to it, you could say "move selection to ideas folder". (You can use the Command Browser to see more wordings; in the "Context" list, pick "Dragon – Shortcuts for MS Outlook.")


Command Browser - Browse
Mode Browse Help
Context: Dragon - Shortcuts for MS Outlook
Keyword Filter (No filter selected)
Include Global Commands
Task Pane
Mode
Browse
Script
Manage
Browse
Optional
Or
Ellipsis
Show All
Back to List
View/Edit Script
Training
Train
Train Later
Train List
move e-mail to *folder name* folder
move e-mail to the *folder name* folder
move it to [the] *folder name* folder
move message to *folder name* folder
move message to the *folder name* folder
move selection to *folder name* folder
move selection to the *folder name* folder
move that to *folder name* folder
move that to the *folder name* folder
move the e-mail to *folder name* folder
move the e-mail to the *folder name* folder
move the message to *folder name* folder
move the message to the *folder name* folder
move the selection to *folder name* folder
move the selection to the *folder name* folder
move this to *folder name* folder
move this to the *folder name* folder

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Web-based email and the Dragon plug-in

IMPORTANT: Whenever you use Dragon on the Web (whether for email or for something else), your experience will depend on several factors, including:

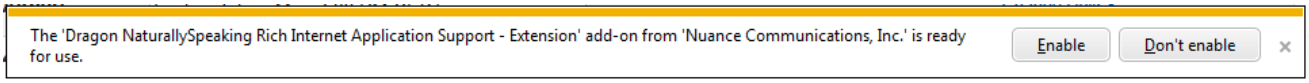
- The design of the particular web page at that time
- The particular settings in your browser and in the Web-based application
- What browser (and what version of that browser) you use. Example: For Google Chrome, Dragon doesn't have Full Text Control. It also doesn't have browser commands (such as "go to address bar") or the ability to click links by saying their name.

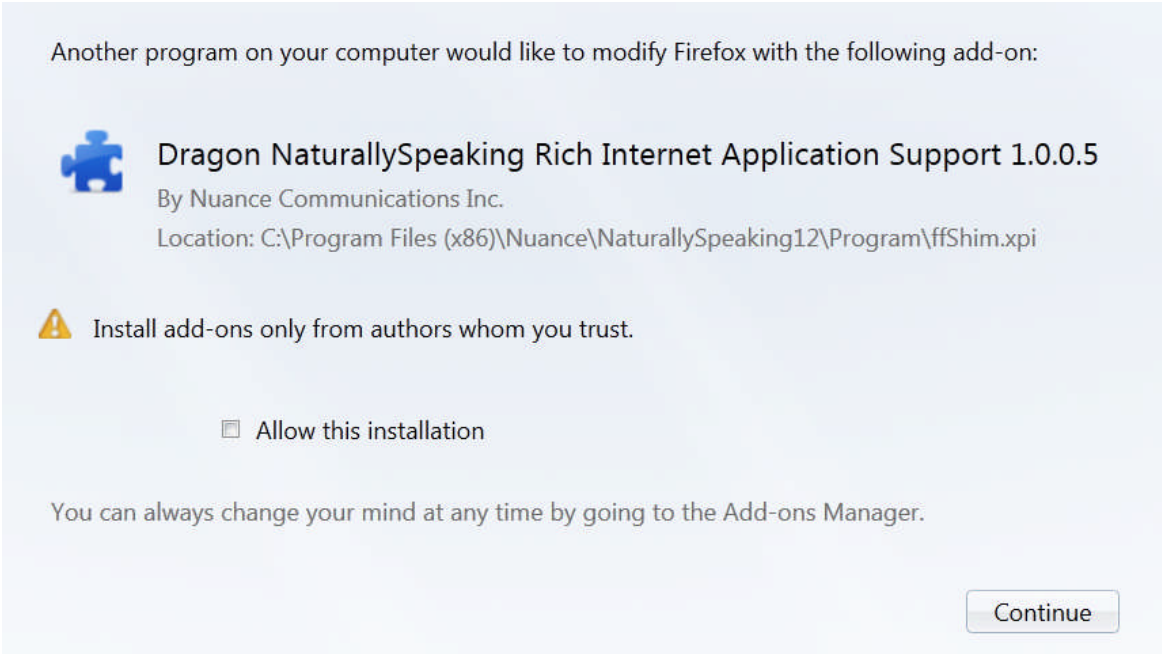
In three popular browsers, Dragon 12 has additional functionality *just in Gmail and Hotmail*/Outlook.com, as described in the next section. At the time of its release, Dragon 12 has is no special functionality for other Web-based email applications, such as Yahoo Mail.

This feature applies to Internet Explorer **(version 9 or 10, 32-bit only)**, and the latest supported version of Firefox and Chrome. Please see the KnowledgeBase at support.nuance.com for the latest details on supported versions. (The makers of Firefox and Chrome frequently release new versions.)

Note: Internet Explorer 9 can be installed on Windows Vista and Windows 7, but not on XP.

IMPORTANT: For the feature to be active, you may need to close and re-open your browser once after installing Dragon 12. Your browser may present a message (either full screen or just in a small part of your screen) asking for authorization. Examples are illustrated below.


The 'Dragon NaturallySpeaking Rich Internet Application Support - Extension' add-on from 'Nuance Communications, Inc.' is ready for use.
Enable
Don't enable


Another program on your computer would like to modify Firefox with the following add-on:
Dragon NaturallySpeaking Rich Internet Application Support 1.0.0.5
By Nuance Communications Inc.
Location: C:\Program Files (x86)\Nuance\NaturallySpeaking12\Program\ffShim.xpi
Install add-ons only from authors whom you trust.
Allow this installation
You can always change your mind at any time by going to the Add-ons Manager.
Continue

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NOTE for Internet Explorer: If you installed Internet Explorer *after installing Dragon 12*, you must install Dragon files needed to use this feature in Internet Explorer. To do so, double-click the file *setup.exe* on your original Dragon 12 installation medium (for most people, this is the installation DVD). A wizard window will come up. On it, choose the *Repair* option, then click Next.

Full Text Control and the Dictation Box

In the web pages supported by the plug-in (Gmail and Hotmail/Outlook.com), you have Full Text Control *even in Firefox and Chrome*: **Dragon capitalizes the first word, adjusts spacing when you insert a word, lets you give commands like "insert before** launch meeting"...

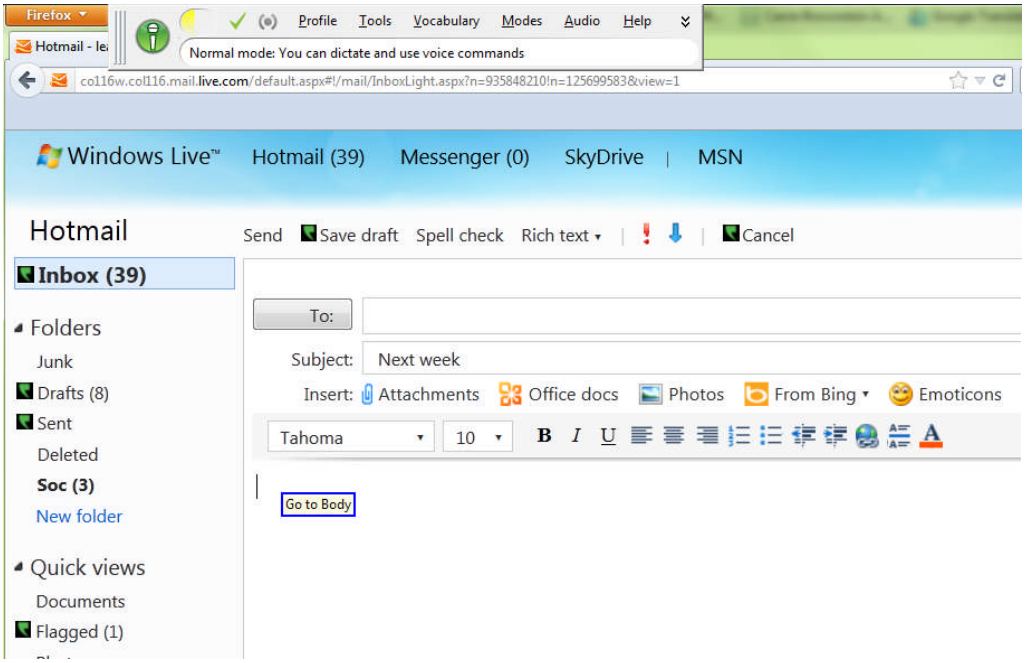
In contrast, where the plug-in does not apply (i.e. any Web page outside of Gmail and Hotmail/Outlook.com), there is no Full Text Control in Firefox and Chrome—therefore, in Dragon 12, *the Dictation Box will open by default when you speak* (for instance, in the browser's Address bar).

Notes:

- If the Dictation Box opens with text in it (as it would from the Address bar), you can take advantage of commands like "**delete line**".
- If you disable the Dictation Box option (see the Miscellaneous tab of Options dialog), you can work around the text control limitations. Examples:
  - Say "**cap**" before the first word (or, after the fact: "**cap that**", or "**capitalize <word>**")
  - If you need to insert within existing text, say "**spacebar**" to add a space.

"Say What You See" and the graphic

A small graphic marks items that can be activated with the principle "**click <name>**" e.g. "click inbox" and "click drafts".



Navigate fields in any order

In a new email, commands like "go to body" and "go to subject" enable you to navigate the fields in any order (as opposed to tabbing from one field to the next).

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TIP: Regardless of this feature and Dragon, it's prudent to leave the To field blank until you're ready to send! (Also prudent is setting up some other protection, such as an automatic delay before the program actually sends.)

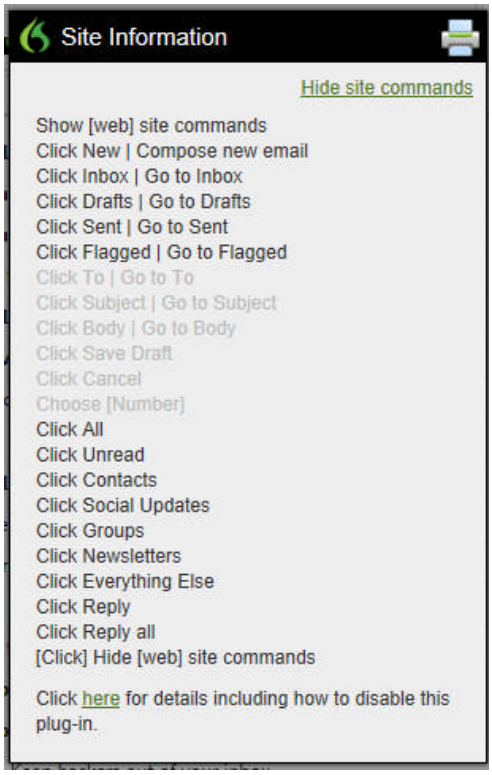
See commands and information for the plug-in

There are several ways to find commands and other details for this feature.

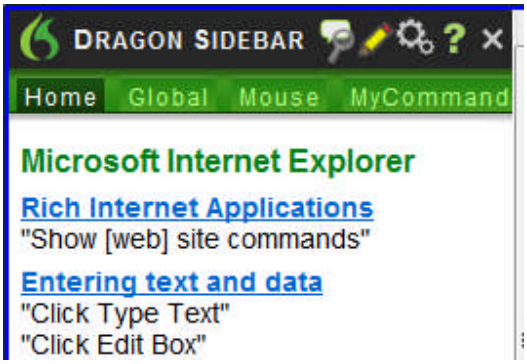
- Say **"show site commands"**. At the bottom of the resulting list is a link to details.

  (The screenshot here is for Hotmail.)

- Read the Help. To launch a Help search directly, you could say commands such as **"search Dragon help for Gmail."**


Site Information
Hide site commands
Show [web] site commands
Click New | Compose new email
Click Inbox | Go to Inbox
Click Drafts | Go to Drafts
Click Sent | Go to Sent
Click Flagged | Go to Flagged
Click To | Go to To
Click Subject | Go to Subject
Click Body | Go to Body
Click Save Draft
Click Cancel
Choose [Number]
Click All
Click Unread
Click Contacts
Click Social Updates
Click Groups
Click Newsletters
Click Everything Else
Click Reply
Click Reply all
[Click] Hide [web] site commands
Click here for details including how to disable this plug-in.

Note: if Internet Explorer or Firefox is the active window, the top of the **Sidebar** features a link to the main Help article on the feature.



"Send" and differences among browsers

By design, the Dragon plug-in does not include a command for sending the email. This is meant to avoid unintentionally sending an email before it is ready.

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The capabilities the plug-in provides add to what functionality Dragon already has for the particular browser. Remember that Dragon's existing capabilities **differ significantly among browsers**, both in terms of commands and in terms of text control.

One is relevant to the Send button. In Firefox, you can activate buttons including the send button: *independently of the plug-in*, you can say "**click Send**".

Here are other differences among browsers:

- Dragon has commands specific to Internet Explorer, including commands for clicking **text boxes,** check boxes, list boxes, and radio buttons.
- In Firefox and Chrome, there is no Full Text Control outside of pages specifically supported by the plug-in.
- To voice-click a hyperlink in Firefox, you may need to say the link's full name preceded by "click".
- In Chrome, you cannot activate **hyperlinks by name**. Also, Dragon has no commands such as "go to Address bar", "open new tab", "go home", "refresh page", etc. Of course you can take advantage of global commands: mouse commands (such as "MouseGrid 3 9", "mouse click", and "move mouse upper left") and key-pressing commands (such as "press Alt d", "press Enter", "press control t", "press tab", "press F5", "press Escape" and "page down").

Note: In addition to **keyboard shortcuts** of the Web browser itself, you may wish to take advantage of keyboard shortcuts of Gmail or Hotmail/Outlook.com (as in "**press control enter**" for sending). Lists are available on the Web, including on the websites of Google and Microsoft.

Key points about Dragon and e-mail

- ✓ In supported e-mail programs, the higher editions of Dragon provide many voice commands to perform tasks related to creating and managing e-mails, such as **open message**, **delete memo**, **go to Subject**…
- ✓ In e-mail commands, you can use the words **message**, **e-mail**, **memo,** or **mail** interchangeably**.**
- ✓ If you have Microsoft Outlook and your edition of Dragon supports them, you can use direct commands (the "Dragon Voice Shortcuts") like **book meeting with <contact(s)>**, **create message to <contact(s)>**, **create email about <subject>**, and **create task about <subject>**, at any time, *no matter what application has the focus* (there is no need to first switch to Outlook)**.** These shortcut command help you quickly act on thoughts, with minimal interruption to your overall flow of activity.
- ✓ You can see more e-mail commands in the Command Browser and the Dragon Sidebar; in addition, the Help contains many details about using Dragon with e-mail. Remember that Dragon contains a command that lets you name keywords to search for in the Help: for instance, you could say "search Dragon help for Outlook calendar."
- ✓ Thanks to its plug-in for Internet Explorer (version 9 and 10, 32-bit only), Firefox, and Chrome, Dragon 12 has added functionality in Gmail and Hotmail/Outlook.com. This functionality comes in addition to Dragon's existing capabilities for the particular browser. A small graphic marks items that can be activated with the principle "**click <name>**" e.g. "click inbox" and "click drafts".
- ✓ For the Gmail and Hotmail/Outlook.com feature to be active, you may need to close and re-open your browser once after installing Dragon 12. (Note: If you install Internet Explorer after Dragon 12, you may need to re-launch Dragon's installation.)
- ✓ When in your Gmail or Hotmail/Outlook.com account, you can say "show site commands" to see a list of commands available thanks to the plug-in.

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Dragon NaturallySpeaking and Microsoft Word

In "Controlling the Operating System and Applications", you learned about Natural Language Commands. Since Microsoft Word is an application many people use, this chapter lists built-in commands for this word processor. Corel WordPerfect has similar commands, so it shares the same Dragon Sidebar content.

Remember that if your system resources are low, enabling Natural Language Commands could decrease Dragon's speed. (Also, if an application's set is disabled, the Dragon Sidebar will not show special content for that application; instead, it will show Global commands).

In addition to commands, this chapter covers special points of interest regarding Microsoft Word: ctfmon.exe and the Voice Notation feature.

TIP for Windows XP: turning off CTFMON

After installing Dragon on a Windows XP operating system, errors may start appearing if the Microsoft Alternate User Input application (ctfmon.exe) is also running. You can disable ctfmon.exe easily thanks to a checkbox on the Miscellaneous tab of the Administrative Settings dialog box.

Administrative Settings is in the DragonBar's Tools menu. Note: before opening it, Dragon needs to close the current profile, therefore a manual action is then needed.

"Voice Notations" in Microsoft Word documents

The higher *editions* of Dragon let you add "Voice Notations" in Word: text that can later be used with Word's Accept/Reject Change functionality. A Notation could be anything you do not want permanently in your document or you do not want transcribed, e.g. instructions you speak for the benefit of your assistant. Voice Notations are not used by the Acoustic and Language Model Optimizer.

To add a Voice Notation, press the Esc key while dictating. Voice Notations are highlighted in green and formatted as red italic text.

Commands specific to Microsoft Word

For applications like Word, Dragon has so many commands (and many different wordings for most commands), that we couldn't possibly list them all here or in the Sidebar.

If you are working in a supported application and you encounter an action you'd like to perform by voice, use the **Command Browser's Context** list to pick that application and use its **Filter** to see *just the commands that contain a particular word or words*. If you see a command that looks interesting, make sure it's highlighted in the list, then use the Browse menu to uncover its full wordings (for instance, to include all optional words or expand ellipses.)

TIP: If you say what you think is a command but Dragon takes no action or just transcribes the words on the screen, look for the Results indicator (see the View tab of the Options dialog). If it does not show your command (with a thick border around it), Dragon did not recognize what you said as a valid command for the current situation: for instance, if you say "**Insert a 2 by 2 table**" when the insertion point is inside a table, nothing happens because Word does not allow inserting a table inside a table.

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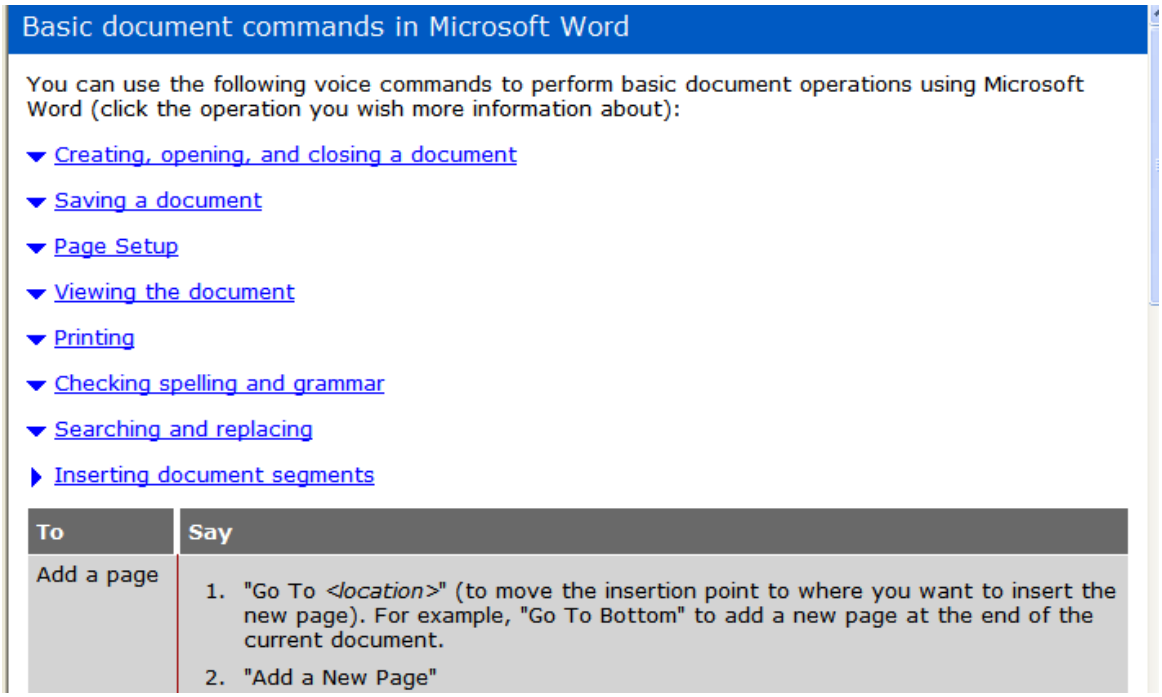
Pictured below is an example of a Help topic listing commands for working in Word documents.



Basic document commands in Microsoft Word

You can use the following voice commands to perform basic document operations using Microsoft Word (click the operation you wish more information about):

- Creating, opening, and closing a document
- Saving a document
- Page Setup
- Viewing the document
- Printing
- Checking spelling and grammar
- Searching and replacing
- Inserting document segments

To	Say
Add a page	1. "Go To *<location>*" (to move the insertion point to where you want to insert the new page). For example, "Go To Bottom" to add a new page at the end of the current document. 2. "Add a New Page"

Many of Dragon's commands work for Word 2003, 2007, 2010 and 2013, such as:

- **New** file
- **Save** the file. Save file as.
- Create a 3 by 7 **table**
- Add **page numbers** [at bottom left| center | right]
- **Delete next** sentence
- **Find** a word. Find and **replace**.
- Set **page orientation** to Landscape
- **Print** pages 3 to 7. Print the selection. Print [this] page
- View page **layout**. **Change view** to print layout.
- **Zoom** to 50 percent. Zoom to **full** page. Change zoom to **page width**
- Set **page width** to 8 inches
- Show|Hide **paragraph marks**
- **Double-space** the document. **Single-space** this paragraph
- Set the font color to green in this line
- Set **background** to yellow
- Show word **count**

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Microsoft Word 2007 and the Office Ribbon

In addition to the Ribbon Interface (which organizes items by tabs instead of menus), Word 2007 introduced new capabilities for which Dragon now offers Natural Language Commands, including the ones below.

Note: To click the Office Button (which replaces Word 2003's File menu), you can say "click **Office Button**."

Office Button menu

- Open/show document information [panel]
- Quick print [file/document]
- Save [document] as PDF
- Encrypt file
- Add digital signature
- Mark [the] file/document as final
- View/open/show [the] document management [task] pane
- Share [the/that/this] document/file

Common Tasks:

- Go to/Switch to/Hide/Open/Display **thumbnails**
- Turn **side by side view** off/on
- Add/create/insert [a] **special character**
- Add/create/insert [a] **hyperlink/chart**

Page Layout menu

- Create/add/insert a **watermark**
- Set the **page color**
- For **themes** :
    - **View** themes; Set **colors** of theme
    - Change the font of [that/the/this] theme
- For **line numbering** :
    - Create/add line numbering continuously
    - Delete/remove line numbering

Reference menu

- Previous **footnote**/endnote
- Create/add/insert [a] citation/caption
- Create/add/insert **index**
- Add [this/it/that] in the index

Review menu

- Show/view/open/hide/close [the] **research pane**
- Translate the first sentence/word. **Translate** the entire page
- For **comments**:
    - Create/insert/add [a] new comment
    - Erase/delete/clear all comments shown
    - Go to next/previous comment
- Hide/close [the] **review pane**
- Accept/reject **change** and go to next

Blog Post menu

- Create a new blog account
- Open a blog post
- Publish [this/that] post to [the] blog account

Mailings menu

- Create blank/new **envelope/label**
- How/view/hide **merge preview**

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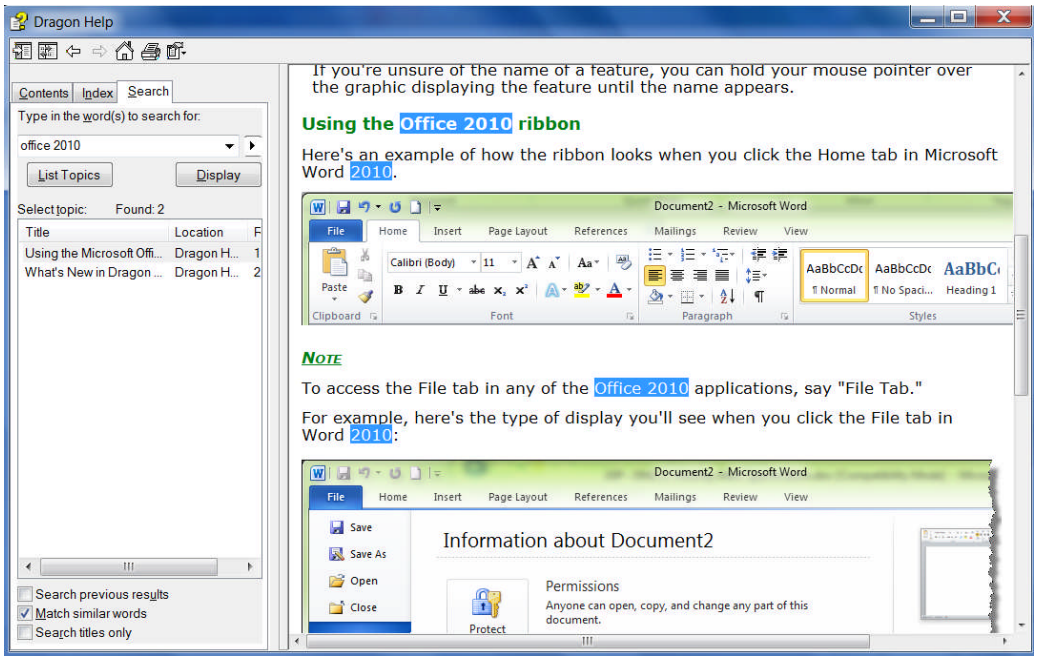
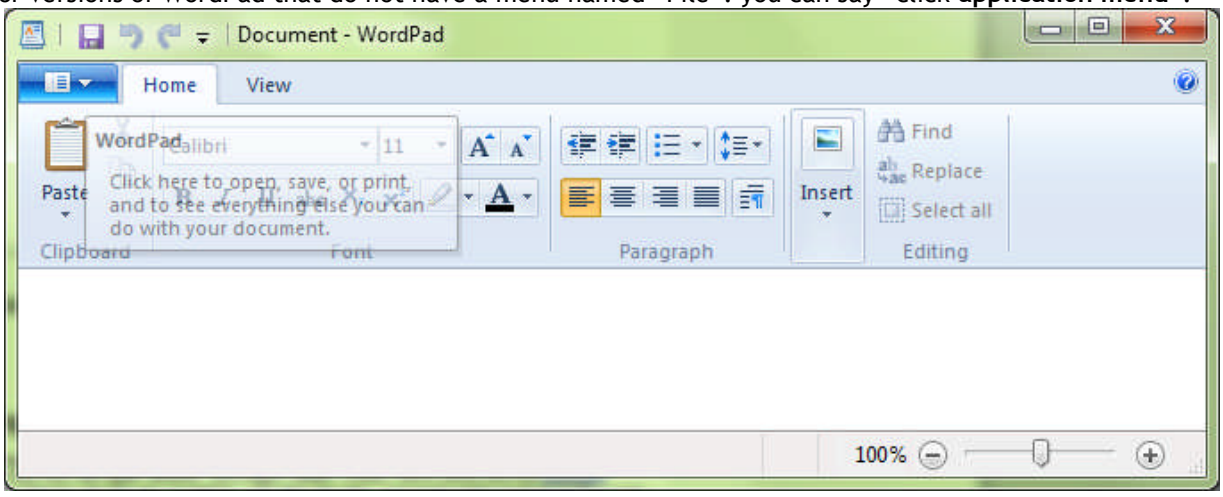
Microsoft Word 2010 and 2013

With Office 2010, Microsoft introduced some changes to the application interface – in particular, the File tab. The other tabs can be accessed by voice by just saying their name, but for the File tab you must say "**file *tab***" (or "**click file *tab***".)

For details on support for Office 2010 and 2013, please see Dragon's Help and website resources.



Note: For versions of WordPad that do not have a menu named "File": you can say "click **application menu**".



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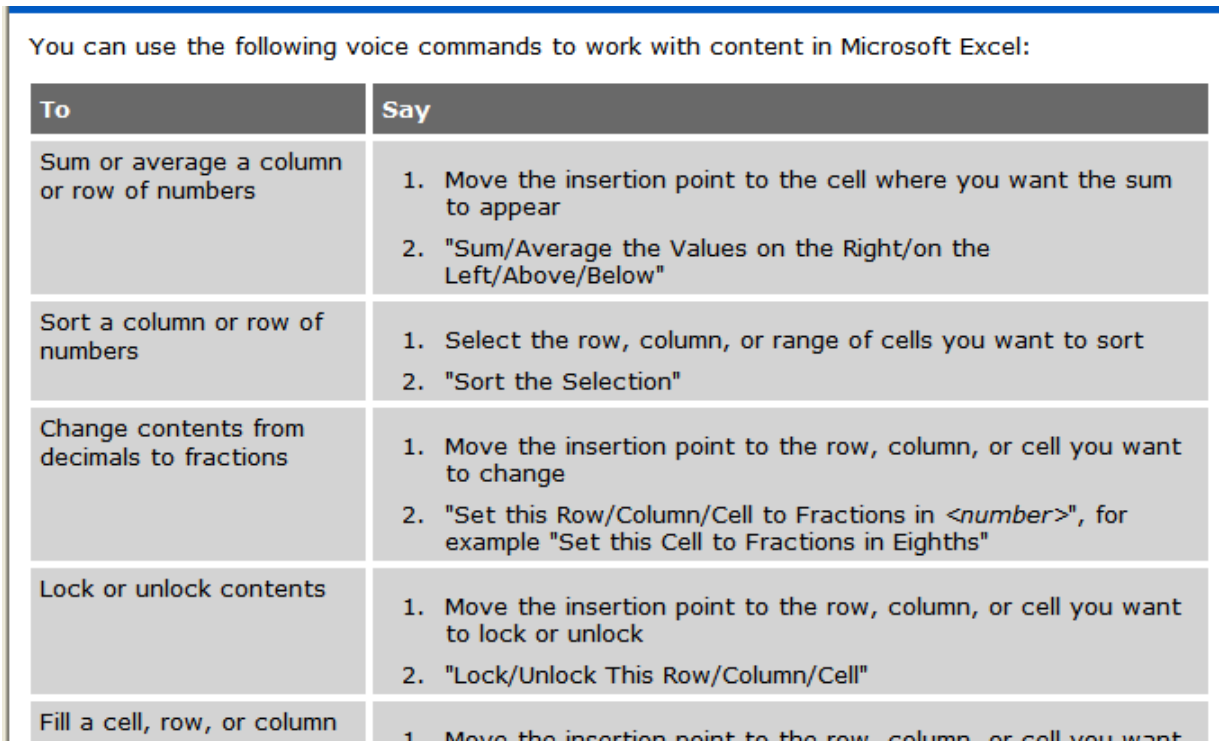
Dictating and editing in Microsoft Excel

You can use Dragon to dictate and edit content into Microsoft Excel spreadsheets. Many Excel-specific commands are built into the higher *editions*; the Dragon Sidebar window shows some, and the Command Browser lets you discover the full set. In addition, the Help describes commands usable in Excel to fill or hide rows or columns, sort, sum or average values, widen columns, and more (see Help example below.)

Remember that the Natural Language Commands for Excel may be disabled or enabled from the Options dialog.

In this lesson, sample steps guide you to practice tasks such as entering text, moving between cells, editing existing cells, and correcting recognition errors inside cells.



You can use the following voice commands to work with content in Microsoft Excel:

To	Say
Sum or average a column or row of numbers	1. Move the insertion point to the cell where you want the sum to appear 2. "Sum/Average the Values on the Right/on the Left/Above/Below"
Sort a column or row of numbers	1. Select the row, column, or range of cells you want to sort 2. "Sort the Selection"
Change contents from decimals to fractions	1. Move the insertion point to the row, column, or cell you want to change 2. "Set this Row/Column/Cell to Fractions in *<number>*", for example "Set this Cell to Fractions in Eighths"
Lock or unlock contents	1. Move the insertion point to the row, column, or cell you want to lock or unlock 2. "Lock/Unlock This Row/Column/Cell"
Fill a cell, row, or column	1. Move the insertion point to the row, column, or cell you want

IMPORTANT: If you want to mention a cell in a command (such as “move to cell D5”, or “select cell B3 through cell H3”), be sure to say the word “cell”. Note that, instead of the letters, you can say alpha, bravo, Charlie, etc.

There are two editing modes in Excel: Quick and Full. Make sure you are familiar with how your version of Excel functions, especially for editing content in cells; notice when the Status Bar (bottom left corner) indicates “Edit” and when it indicates “Enter” -- as well as when the mouse pointer changes.

- Quick Edit: To enter new content into a cell, overwrite the current content of a cell, or format the entire content of a cell. When you select a cell and begin dictating, a yellow background appears; if the cell currently contains text, the dictated text will overwrite it.

- Full Edit: To *edit* the *existing* contents of a cell. Select the cell and say "Edit Cell" or "Press F2" to open the cell for editing; the insertion point is automatically placed *at the end* of the cell. As you dictate, the background changes to blue. Commands such as "New Line" operate *within* the cell.

TIP: To quickly enter a predictable series of values, such as days or months, you can use commands such as **“Monday through Friday across”** or **“July through December down.”**

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Full Text Control in Quick Edits

You will want to practice entering data into a spreadsheet and navigate around the spreadsheet and within cells, as well as dictate and correct text using commands like **"correct <xyz>" (see *Full Text Control*, called Select-and-Say in previous versions)**.

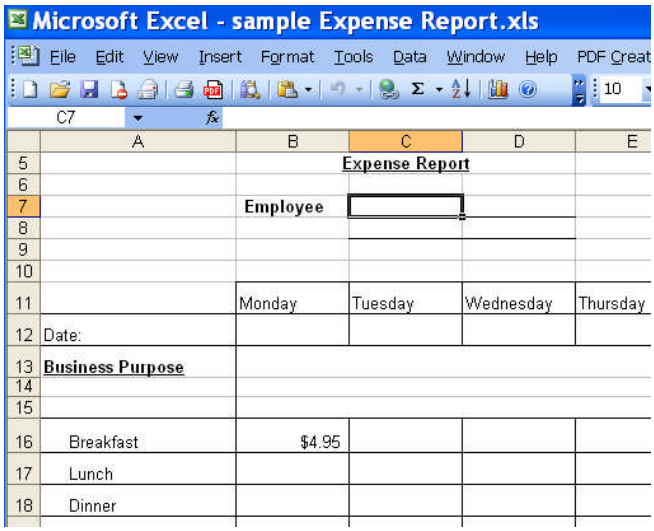
For the exercise below, the content of the spreadsheet is not important.

Step 1: Open Excel, say **open document** and locate the relevant .xls file – or use a blank file.

Step 2: Say **move to cell C7** (or **Charlie seven**.)

Step 3: Dictate your full name into the cell.

As you dictate, the cell background turns pale yellow, indicating that Dragon is doing a Quick Edit.



Let's practice correcting recognition errors so Dragon can learn from them:

Step 1: Say **move to cell C 13** (or **Charlie 13**). Dictate some text that is likely to contain unknown words, such as: "Travel to Ashtabula to provide support for Sporkatron, Inc."

Step 2: Correct one of the recognition errors. (Leave the remaining errors as they are, so you can practice coming back to this cell and correcting them later.)

Step 3: Say **move down one** to go to cell C14. Dictate some additional text that is likely to contain new words, such as: "related to last week's trip to Kenmawr—training Moosehart Insurance"

Now that you are out of the cell, practice going back to it and correcting the error(s) in it.

Step 1: Say **move up one** to move back to cell C13. Say a "correct <xyz>" command to correct another of the errors Dragon made. Notice that the cell again turns yellow.

Continue correcting the text until it is accurate.

Step 2: Say **apply.** You are no longer in Quick Edit mode; the cell you were editing is still selected.

Now let's practice entering numeric data rapidly into a row.

Step 1: Say **move to cell B16** or **move to cell Bravo 16** to move to the Breakfast row. Dictate a numeric value such as **six dollars and fifty cents.**

Step 2: Say **move right one** to move to the next Breakfast entry. Fill in the rest of the row.

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Key points about editing cells in Excel

- ✓ You can navigate between cells using absolute commands such as **move to cell A1** or relative movement commands such as **move up one, move right two,** etc.
- ✓ If you want to mention a cell in a command (such as **move to cell D5** or **select cell B3 through cell H3**), be sure to say the word **"cell"**. You can speak the letters as **alpha bravo Charlie**, etc. instead of A B C.
- ✓ If you wish to modify and add to the existing content of a cell, move to that cell, then say **Edit Cell** or **Press F2**; the insertion point will appear at the end of the cell's content and the cell will now have a blue background. If you say commands like New Line and New Paragraph, these commands are executed *within* the cell.
- ✓ If you just move to a cell and start to dictate, what you dictate will overwrite the existing content.
- ✓ You can use Dragon commands like **select <xyz>, correct <xyz>**, and **insert before <xyz>** to edit and correct text in a cell.
- ✓ To complete entry and move down one cell, say **press Enter**. To *cancel entry and remain* in the cell, say **cancel** or **press Escape**.
- ✓ Saying **apply** completes entry into a cell, and leaves the focus on that cell (exiting Quick Edit mode).

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Boosting Productivity with Custom Commands

In previous lessons, you learned various *built-in* voice *commands* to perform actions such as formatting text, searching the Internet, creating a new e-mail, creating a new appointment… The higher editions of Dragon also allow the creation of *custom commands*.

There are several types of custom commands; this workbook presents the "Text-and-Graphics" type, which allows you to define boilerplate for Dragon to paste wherever you utter the command. As the name indicates, this boilerplate can contain graphics, such as logos, scanned signatures, maps… Quick and easy to create, Text-and-Graphics commands provide considerable time savings and convenience. In editions Professional and Legal, you can even include *fields* in them—a very easy way to create templates that can be both created AND navigated by voice.

Creating Boilerplate Commands ("Text-and-Graphics" Type)

Step 1: Open the MyCommands Editor—you can say **add new command** or choose Add New Command in the Tools menu.

Step 2: Think of a name for your command and enter it in the **MyCommand Name** field.

IMPORTANT: The command's name is the phrase you will say to cause the command to execute. Choose it well! It should be easy to remember and easy to say, like *Paste Signature Block* and *Enter Home Directions*.

- Choose a descriptive, meaningful name (as opposed to a name like "macro 3".)
- Make it neither long nor short (between 2 and 5 words is usually best). Avoid single words, and phrases you may need to dictate.
- Use words that are easily pronounced and recognized (all words in the command name should be in the Vocabulary), and avoid symbols—for instance, use "number" instead of "#", otherwise Dragon would expect to hear "number sign" or "pound sign" when you say the command.

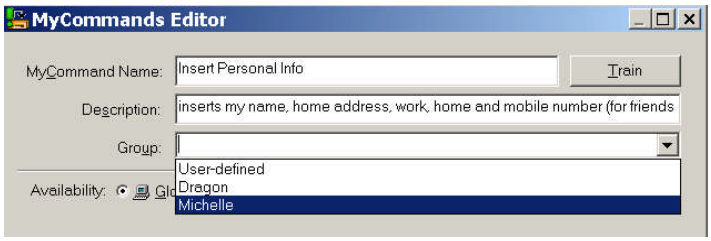
Step 3: In the **Description** field, enter some information about your command. This is optional, but it helps remember any important details about the command (its intent, when and where you might use it…).

The following step applies only to the higher editions of Dragon.

Step 4: Optionally, choose a group. In the **Group** field, you can highlight and overwrite **the default**.

Creating custom commands groups can later allow you to locate and manage many commands quickly. Aim to name your groups meaningfully: for instance, the name of the application or task for which you are creating the command(s).

Once a command Group is defined, you can add more commands to that group (Dragon will now include it in the "Group" drop-down list).



IMPORTANT: If desired, you can always assign the command to another group later. Since *the Sidebar's MyCommands tab only shows custom commands that are in the* ***User-Defined*** *group*, you can choose which commands to display there by making a "clone" of the desired command and assigning it to the User-Defined group. (See this lesson's section on cloning.)

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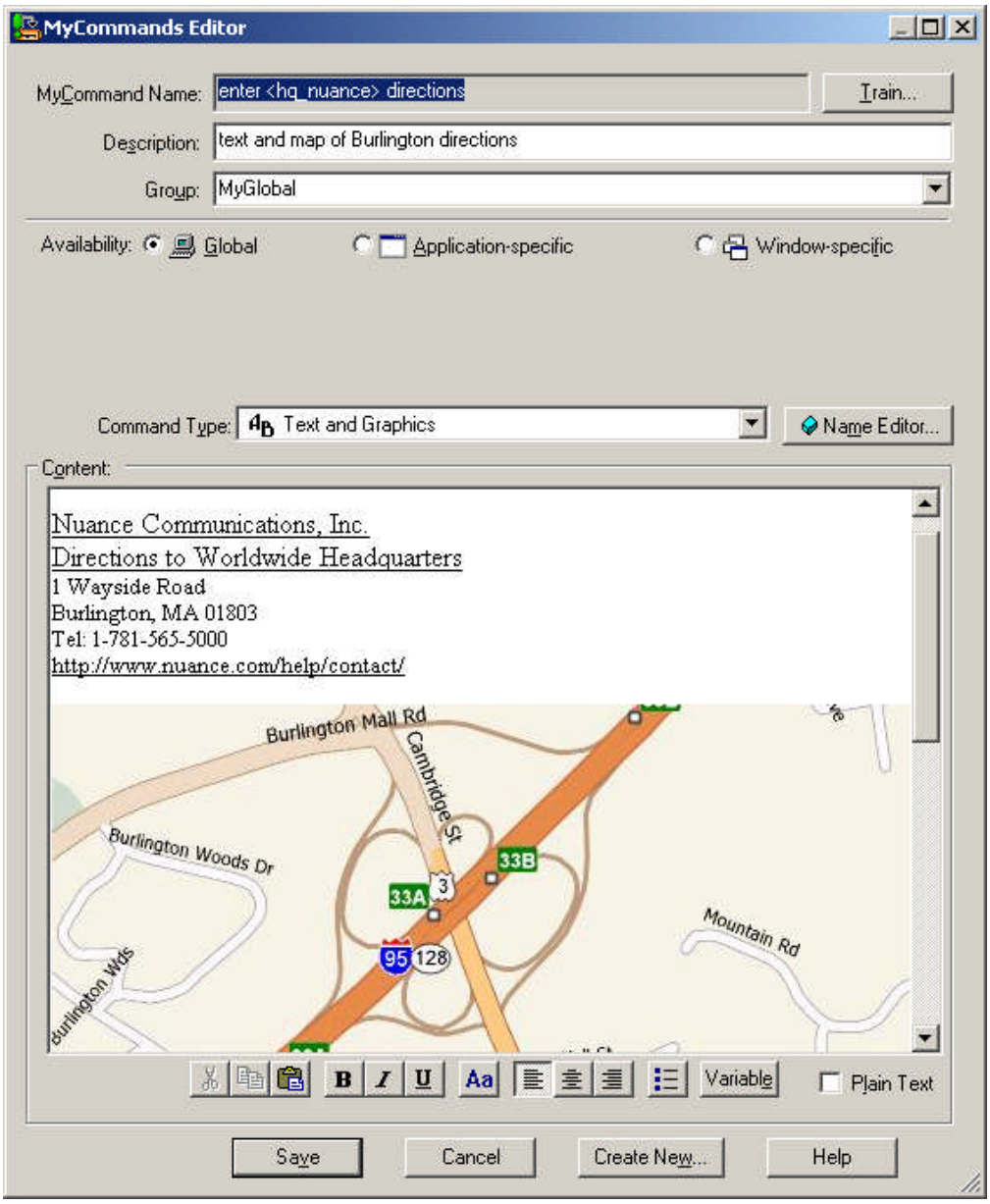
Step 5: In the **Content** field, enter what you want Dragon to paste when you say your command. (You may find it helpful to enlarge or even maximize the Editor's window so that a larger Content field is visible.)

TIP If the text you want already exists in electronic form, you can save time: highlight the desired segment in the original document, then say **"make that a command"**. Dragon will automatically open the Editor and paste the selection in the Content field. All you have to do now is specify the command's name and attributes, and edit the Content as needed.



As its name suggests, this type of custom command lets you include *graphics* as well as text: you can paste images from another application into the Content field—many people include maps, logos, or scanned signatures, for instance.

Optional: If desired, format the text entered in the Content field: you can use the buttons (bold, left-align, center…) below it. Clicking the **Aa** button opens the Font window, where you can choose the desired font style, size, color, etc.

IMPORTANT: In cases where you want the content to *match the formatting of what preceded it in your document*, check the **Plain Text** checkbox (see the bottom right of the MyCommands Editor).

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Step 6: Once the command is named, edited, described, grouped, and formatted as you want it, click **Save**.

Let's test your command. Say **start DragonPad**, then say your command's name. (Commands you create yourself follow the usual rule: you must pause before and after, but not in the middle!)

You may realize now that you could make your command even more convenient: for instance, by *adding a blank line before the content so your pasted content automatically starts as a new paragraph*. A section below explains how to **edit** a custom command.

"Cloning" Commands and Adding Name Editor Variables

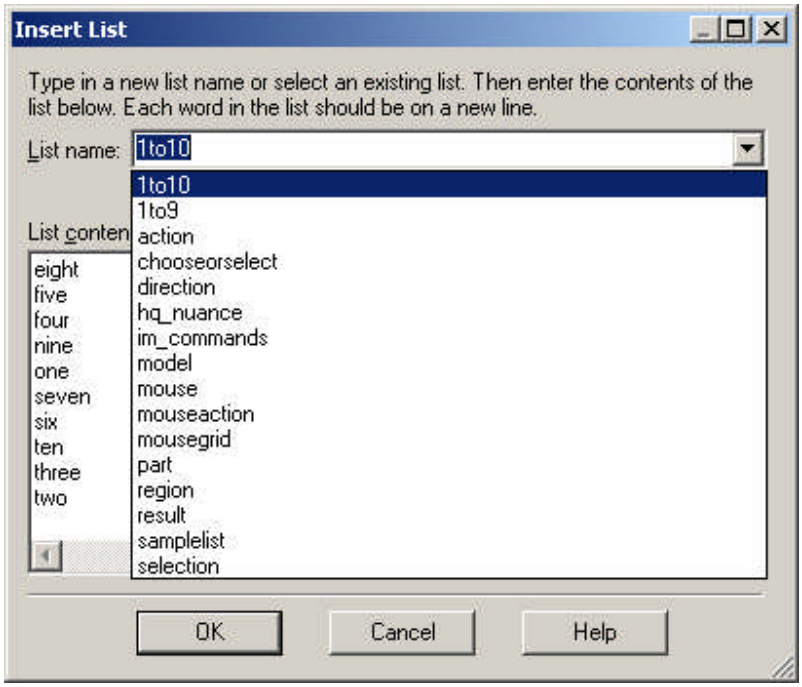
Instead of making a command from scratch, you can create a new command based on the "clone" of an existing one, by clicking **New Copy** on the Command Browser (or the **Create New** button on the Command Editor.)

In addition, the **MyCommands Editor**'s ***Name Editor*** allows the inclusion of ***<variables>*** in your command names. Variable names provide flexibility (so you can use synonyms instead of just one wording) and can make your custom commands even more useful, by letting them perform variations on the same action.

The variables can be synonyms, or they can be different values, such as **numbers from 1 to 10.**

<1to10> is one of the pre-filled ***lists*** available through the Name Editor, but you can also make your own (as was done for <hq_nuance> in this lesson's illustrations).

See the Help for details.



"DragonTemplates": Boilerplate Commands with [Fields]

(Higher editions only) Dragon 10 added to the Text-and-Graphics command type a new capability which gives a very simple way to paste a "voice template" containing fillable *fields*.

To create a *field* in a command's Content box, click the **Variable** button at the bottom of the MyCommands Editor. By default, each *field* appears between square brackets as "[default value]". (If you prefer delimiters other than square brackets, you can indicate that in the Commands tab of the Options dialog.)

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After saying the command name, which pastes the “DragonTemplate”, you can:

- **type or dictate** a specific value in each placeholder —> The placeholder is overwritten, and delimiters are removed.
- **accept the default** value —> Delimiters are NOT automatically removed; you can say "clear variable delimiters".

To navigate a DragonTemplate’s Fields, you can select the desired Field with the mouse, or use the voice commands "**Next Field**" or "**Previous Field**." (These commands only work where all of Dragon's functionality is supported—where the DragonBar’s *Full Text Control indicator* is green).

Managing Custom Commands

After you create commands, you may wish to edit them. If your phone number changes, for instance, you may want to edit commands containing it. You may also want to rename, delete, or copy commands.

A tool called the *Command Browser* lets you search for commands as well as manage your custom commands. In the Professional and Legal editions, deleting, renaming, modifying, exporting and importing custom commands can be done through its *Manage* “mode”, as follows. (In the Premium edition, see the Script “mode”.)

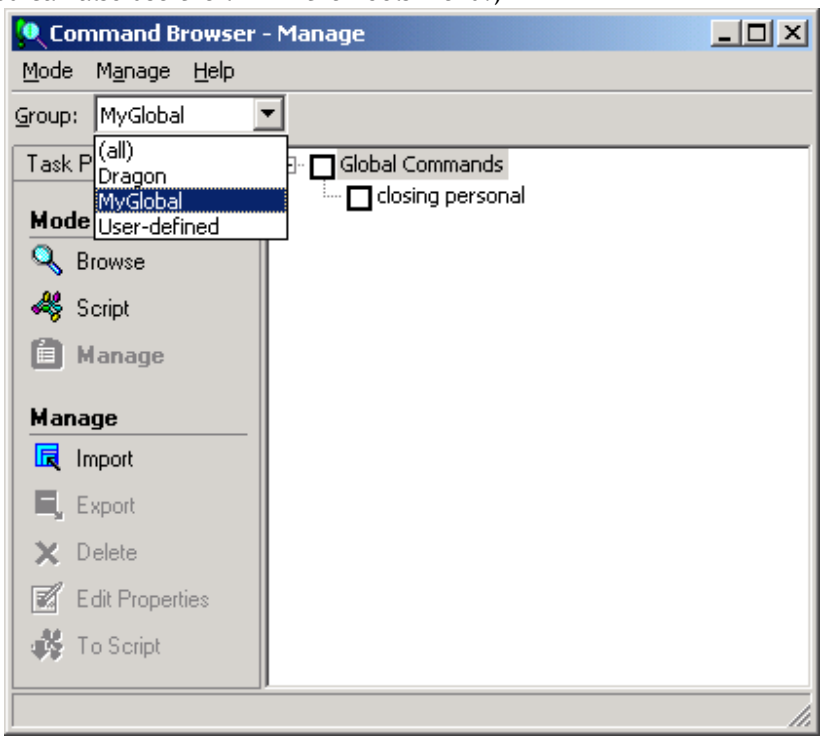
Step 1: Say **open Command Browser**. (You can also use the link in the Tools menu.)

Step 2: On the Mode section of its Task Pane, click **Manage** (or choose it from the Mode menu.)

Step 3: Open the **Group** drop-down list. If you created a separate group as suggested earlier, its name will appear here; choose it. Otherwise, the commands you made will be under **User-defined**.

Step 4: The Command Browser now displays only the commands in the specified group, listing them by **availability**. You can use the + symbol to expand the display.

Step 5: Check the box next to the desired command, then click ***To Script*** (which at that point will be available in the Task pane.)



This takes you to the Command Browser’s *Script* display, which shows all the modifiable commands.

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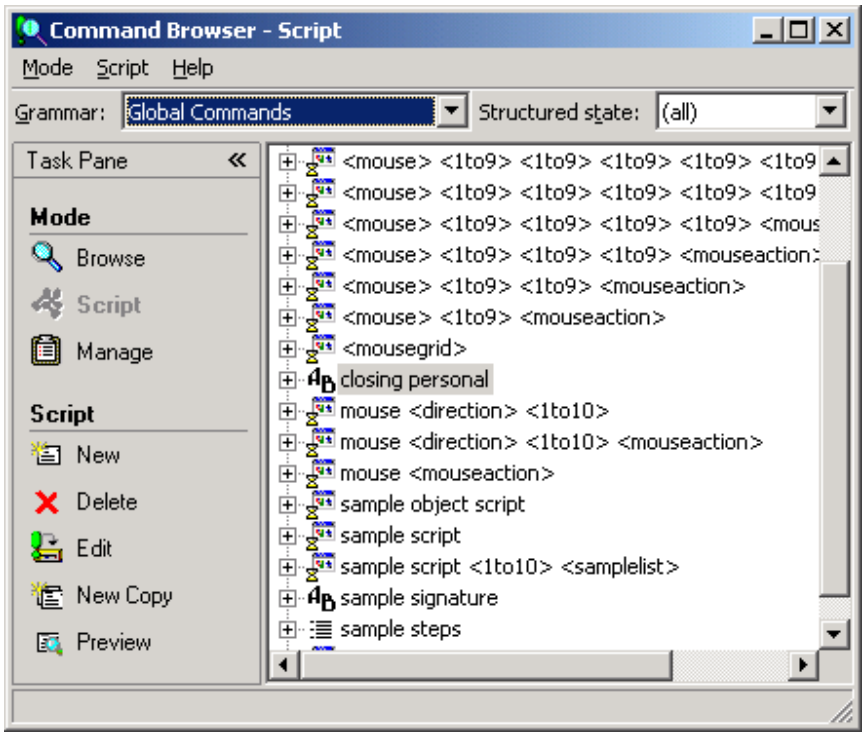
Step 6: With your command highlighted, click **Edit** in the Task pane (or use the Script menu). The MyCommands Editor will open, displaying the command's attributes and content; you can now edit the command as desired.

Remember: the **Description** field is useful for entering comments such as where and when the command should be used, or reminders like "make variations of this ASAP" or "change this after we move". Your notes may seem obvious at the time, but they really help later!

IMPORTANT You can **delete** commands visible through the Script or Manage displays: check the box next to the desired command(s) then choose **Delete** (from the menu).



Finding commands via the Command Browser's Keyword Filter

One of the ways you can find commands in the Command Browser is by using the ability to filter the display to show only the commands whose name contains a particular word or words: choose *Filter* from the Command Browser's toolbar (visible in the upper-right corner when in Browse Mode) to specify one or more words. The Filter button is useful for finding custom commands (particularly if they were not filed under a *Group* name), and also for finding built-in commands, since Dragon contains far too many to list even in the online Help.

TIP It's a good idea to explore the Command Browser for commands related to items you might like to address by voice: you might filter for words like border, indent, double space, table, row, column…

The Command Browser's display may seem strange at first, because instead of full words some lines may contain ellipses (dot dot dot), parentheses, and <angle brackets>, in order to fit in the space and represent the many optional and alternate elements, like "the" and "a". You can view the full wordings by using the Browse menu's items—**Refine** and **Undo All** are particularly useful.

To practice, pick your usual word processor in the Context drop-down list, and use the **Filter** to find commands on items you often use in this application.

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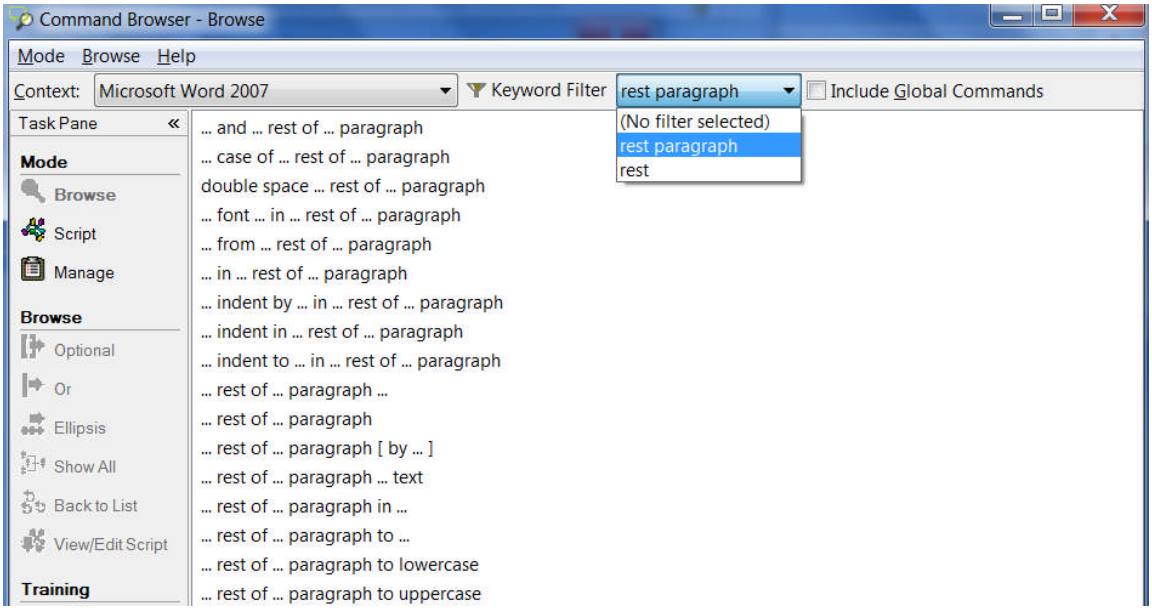
Command Browser - Browse
Mode Browse Help
Context: Microsoft Word 2007
Keyword Filter
rest paragraph
Include Global Commands
(No filter selected)
rest paragraph
rest
Task Pane
Mode
Browse
Script
Manage
Browse
Optional
Or
Ellipsis
Show All
Back to List
View/Edit Script
Training
... and ... rest of ... paragraph
... case of ... rest of ... paragraph
double space ... rest of ... paragraph
... font ... in ... rest of ... paragraph
... from ... rest of ... paragraph
... in ... rest of ... paragraph
... indent by ... in ... rest of ... paragraph
... indent in ... rest of ... paragraph
... indent to ... in ... rest of ... paragraph
... rest of ... paragraph ...
... rest of ... paragraph
... rest of ... paragraph [by ...]
... rest of ... paragraph ... text
... rest of ... paragraph in ...
... rest of ... paragraph to ...
... rest of ... paragraph to lowercase
... rest of ... paragraph to uppercase

Key points about custom commands

- ✓ In the higher editions, you can quickly create custom commands to insert blocks of text and/or graphics in your documents. This is done in the tool *MyCommands Editor*, which you can bring up by saying **add new command**.
- ✓ If the boilerplate text already exists in an electronic document, you can copy and paste it into the MyCommands Editor's Content box, or say **make that a shortcut**.
- ✓ It's a very good idea to use the **Description** field to note a comment, a reminder…
- ✓ Names for custom commands should be memorable, intuitive, easy-to-pronounce phrases. Avoid names that could be used as dictation, such as single words.
- ✓ The **Name Editor** lets you add <*variables*> *in command names*, to provide synonyms or variations (using **lists** you define yourself, or existing lists such as <1to10>).
- ✓ In the *Professional and Legal editions*, you can add fillable [Fields] to your boilerplate commands to create "DragonTemplates" which can be navigated and filled out by voice.
- ✓ In the *Professional and Legal editions*, the Command Browser allows you to rename, modify, "clone", delete, export and import custom commands.

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Performing Audio Checks and Acoustic Training

As described earlier, personalizing Dragon's vocabulary is a small investment of time that makes a big difference in how accurately the software can work for you. In addition, when misrecognitions do happen, using proper correction technique allows Dragon to learn from its mistakes.

In certain cases, you may also want to perform additional *acoustic training* to improve accuracy. This lesson presents how to train individual words or phrases and how to bring up a training text to read aloud, as well as how to use the Microphone Check, a short but important process.

IMPORTANT: When providing Dragon with acoustic training, be sure to use your natural dictation voice: relax, and speak clearly but not louder or slower than you would when dictating normally. Otherwise, you give the software acoustic data that is not representative of how you usually dictate. Remember, when you are training software to accurately recognize your speech, you must represent your speech accurately!

The Microphone Check

Use Dragon's audio check if something in your environment has changed: new computer, new microphone, new room, different ambient noise… Also, if your overall accuracy is lower than expected, you want to verify that your audio hardware is functioning correctly.

NOTE: Opening this Wizard automatically turns off the microphone.

Step 1: From the DragonBar's Audio menu, click or say **Check Microphone**, which opens the microphone check wizard (formerly called the *Audio Setup Wizard)*. You can also bring it up directly by saying **check microphone** or **check audio**.

Step 2: Follow the Wizard's screens as when you first created your Dragon profile: click the Start button and read the content of the gray box. Dragon will indicate whether the check passed.

- *If it failed*, verify that your microphone is plugged in correctly and that its *listening side* is facing your mouth. (On many microphone models, the listening side is marked by a dot or the word TALK, which may be under the foam cover.) If your microphone is properly connected and positioned, there may be a problem with background noise (including "subtle" noises such as your building's temperature-control system) or with your audio hardware. Click the Help button and see the Knowledgebase of Technotes if needed.
- *If it passed*, click Finish. (If, once you resume dictating, accuracy is still lower than expected, see **Improve my accuracy** from the DragonBar's Help menu.)

Training Individual Words and Phrases

You have learned to add new words and phrases to the vocabulary, as well as to create **Spoken Forms** for items pronounced differently from the way they are written. Spoken Forms are often the most efficient way to ensure accurate recognition.

If you suspect that Dragon needs help recognizing a tricky word (particularly if it contains one or more sounds you cannot represent in a Spoken Form, such as a rolled r), you can acoustically "train" that word.

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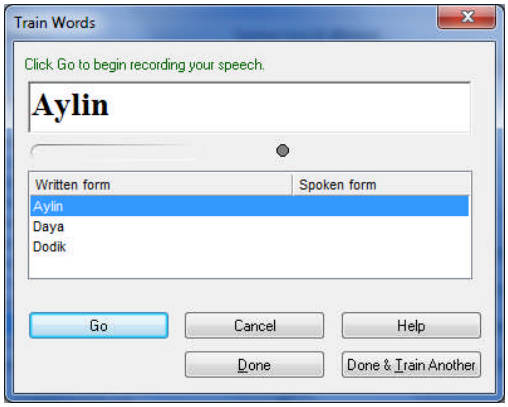
Step 1: In the Vocabulary Editor, locate the word you wish to train by entering it in the Written Form field. (If you have just added the word, this will not be necessary, as the word will already be displayed at the top of the list.)

Step 2: Click the word in the list so it is highlighted, then say or click Train. The *Train Words window* opens. Are you ready? (If you need to clear you throat, do it first!) Click Go, and read the prompt *in your normal speaking voice*, as if you were saying this word in the middle of a sentence.

Step 3: You may have to wait a second for this acoustic information to be incorporated -- be patient! Then you can say or click **Done** to close the Train Words window.

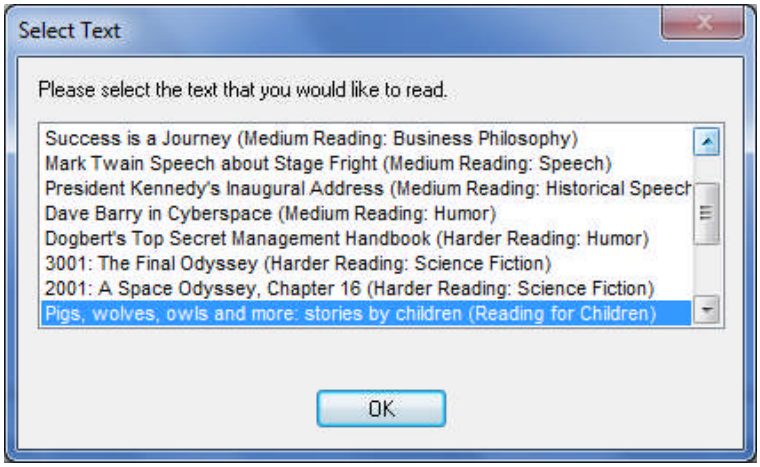


Reading Text to Train Dragon

Consider providing some reading for acoustic training after the first few days of practicing dictation: by then, speaking clearly into the microphone should be familiar, and reading aloud text presented by Dragon should better reflect how one actually dictates. If your speech presents a particular challenge for speech recognition (due to a lisp or a strong accent for instance), you should perform a reading for acoustic training as soon as possible.

Step 1: From the DragonBar's Audio menu, click or say **Read a text to improve accuracy**. (You can also use the link in the Accuracy Center.)

Step 2: When the Select Text window opens, choose a text to read, then click OK. The General Training window will open. Click Go to begin reading.


Select Text
Please select the text that you would like to read.
Success is a Journey (Medium Reading: Business Philosophy)
Mark Twain Speech about Stage Fright (Medium Reading: Speech)
President Kennedy's Inaugural Address (Medium Reading: Historical Speech
Dave Barry in Cyberspace (Medium Reading: Humor)
Dogbert's Top Secret Management Handbook (Harder Reading: Humor)
3001: The Final Odyssey (Harder Reading: Science Fiction)
2001: A Space Odyssey, Chapter 16 (Harder Reading: Science Fiction)
Pigs, wolves, owls and more: stories by children (Reading for Children)
OK

IMPORTANT: Try to speak clearly but naturally and read *exactly* what is on the screen. If the software needs to hear you read something again, a yellow arrow will show you where to resume reading. If necessary, click Pause, then click Go when you are ready to resume.

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Key points about acoustic training

- ✓ In general, the best thing you can do to make Dragon recognize your speech even better is to use the software regularly, personalizing the Vocabulary (editing Spoken Forms or Word Properties as warranted, designating specific documents for Dragon to analyze, running or scheduling the Accuracy Tuning process…) and correcting misrecognitions as warranted.
- ✓ In certain cases (if a certain word is consistently misrecognized, or if overall accuracy is lower than you expected), you will want to provide Dragon some additional acoustic data.
- ✓ You can train Vocabulary entries from the Vocabulary Editor (either one at time or several at once).
- ✓ When providing acoustic training, remember to speak as you typically do when you dictate to Dragon. It's important to avoid the temptation to over-enunciate or speak loudly when training a word or phrase in isolation.
- ✓ At any time, if you feel that the accuracy is not as high as usual, you can access Dragon's **Microphone Check**—through DragonBar's Audio menu or the Accuracy Center, or by saying a command such as **Check Audio**.
- ✓ You can improve the overall accuracy of your dictations by reading aloud one of Dragon's acoustic training texts (you can go through the DragonBar's Audio menu or the Accuracy Center). Consider reading at least one training text as soon as possible.

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Using Multiple Vocabularies (editions Professional and up)

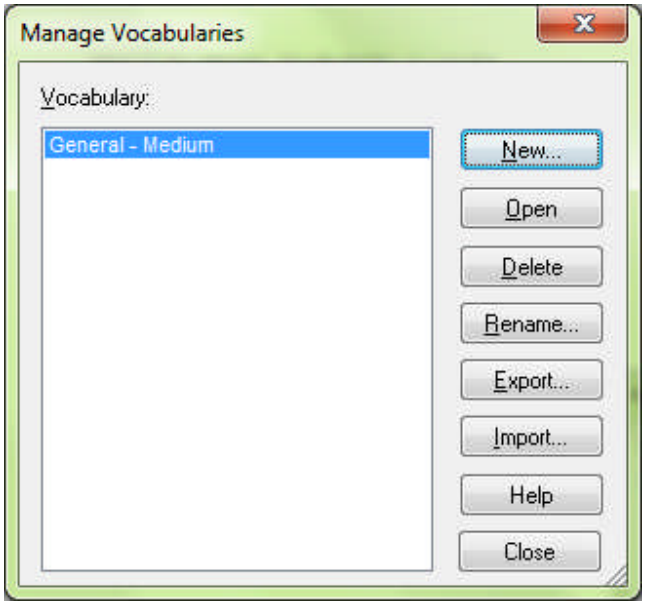
Every Dragon NaturallySpeaking user automatically has at least one Vocabulary. Editions *Professional and above,* allow you to have several Vocabularies. The advantage of having several Vocabularies is being able to customize each one to perform best for very different topics or styles of dictation. (It is relatively rare for a person to need more than three or four.)

For instance, suppose an architect uses Dragon to dictate business letters and site reports, but also frequently uses it for his community theater group. In his work-related dictations, he might use formal business language and mention technical terms, brands of materials, the abbreviations for building codes, as well as the names of clients, contractors and other work contacts. When writing for his theater group, however, his dictation style might become significantly more casual and the words he uses most frequently would be different.

The documentation contains many details about creating and managing vocabularies. This lesson presents the essentials.

Creating a New Vocabulary

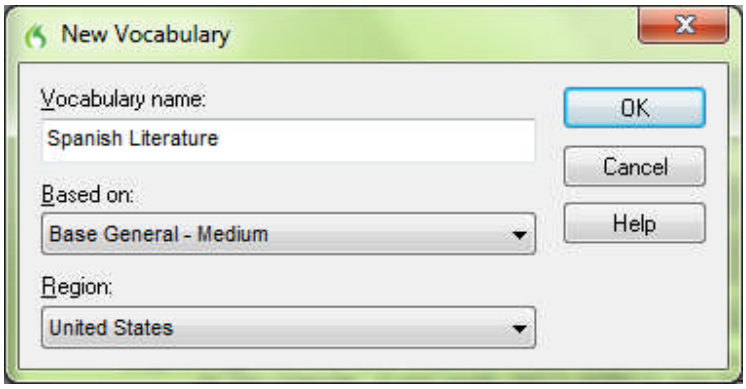
The process starts in the Manage Vocabularies dialog box.



Step 1: Say **Manage Vocabularies** or use the DragonBar's Vocabulary menu. Click New. (Note: this dialog box also enables you to manage vocabularies: import, rename, delete… See the next section.)

Step 2: In the New Vocabulary window, enter a descriptive name in the Name field. From the drop-down list, choose the vocabulary on which you want to base your new vocabulary (what you see in the list varies if you have the Legal edition):

- If you want your new vocabulary to *contain the customizations already present in your existing vocabulary*, choose this existing vocabulary: e.g. General – Large.
- Otherwise, choose the *Base vocabulary*.



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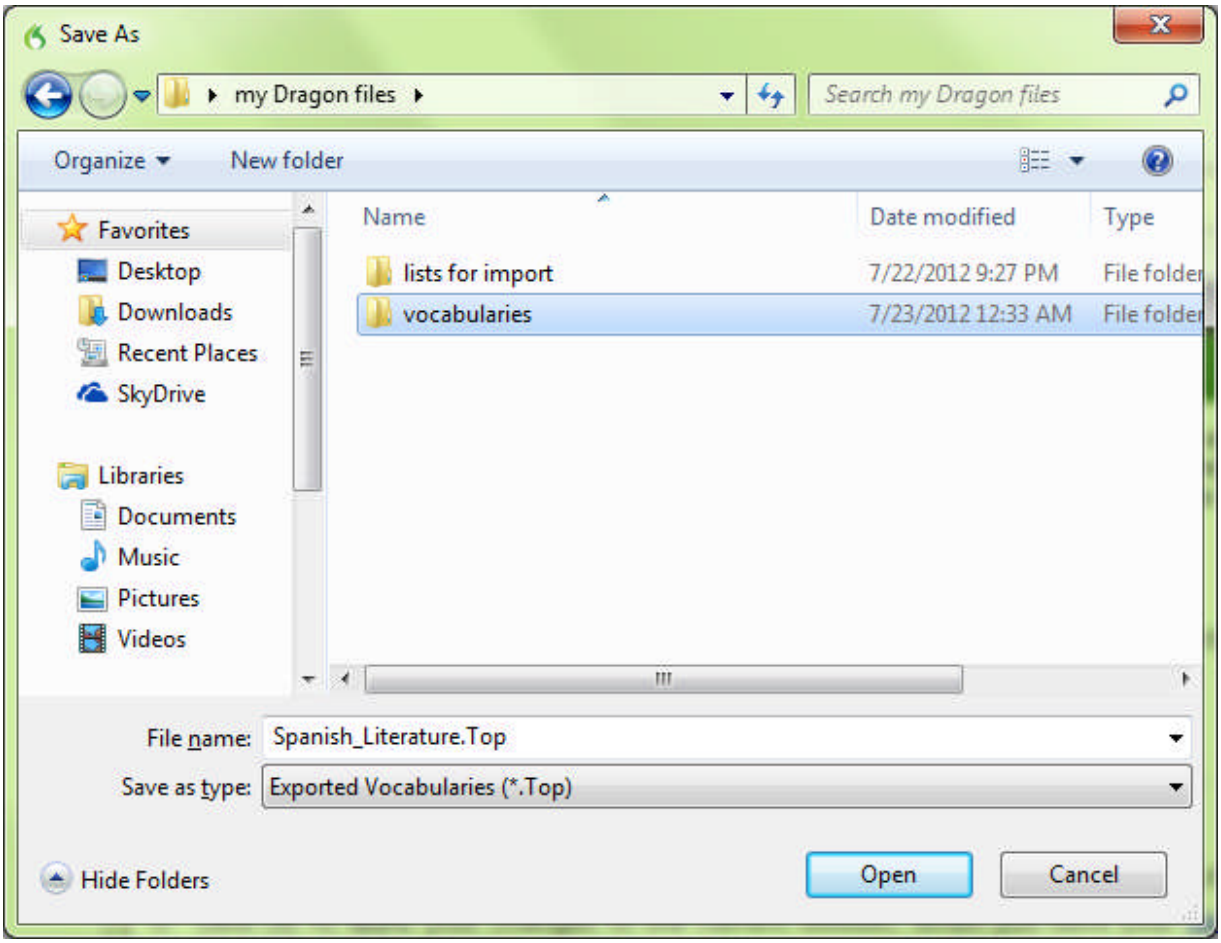
Step 3: Dragon will then offer to perform a basic adaptation of this new vocabulary based on documents found on your computer, or sent emails (this is similar to what Dragon offers when you create a profile).. This automatic process may take a while, and is not as powerful and targeted as the other vocabulary tools. You can choose Cancel, then customize your new vocabulary using what you learned in previous lessons. Remember that designating documents for Dragon to analyze is particularly important for good accuracy, in addition to adding written forms and spoken forms to the vocabulary… (see the Accuracy Center).

Managing Multiple Vocabularies

After creating (or importing) a new Vocabulary, you may wish to *rename* or *delete* it; both are done in the **Manage Vocabularies** dialog box, accessible from the DragonBar's Vocabulary menu.

From there, you can also ***Export*** a Vocabulary, to burn it to a disk or save it to a USB drive, for instance.

This would allow you to share it with other users of Dragon: the recipient user just needs to open the Manage Vocabularies dialog, choose **Import** and browse for the exported Vocabulary's *.top* file. (See the Help for more details.)



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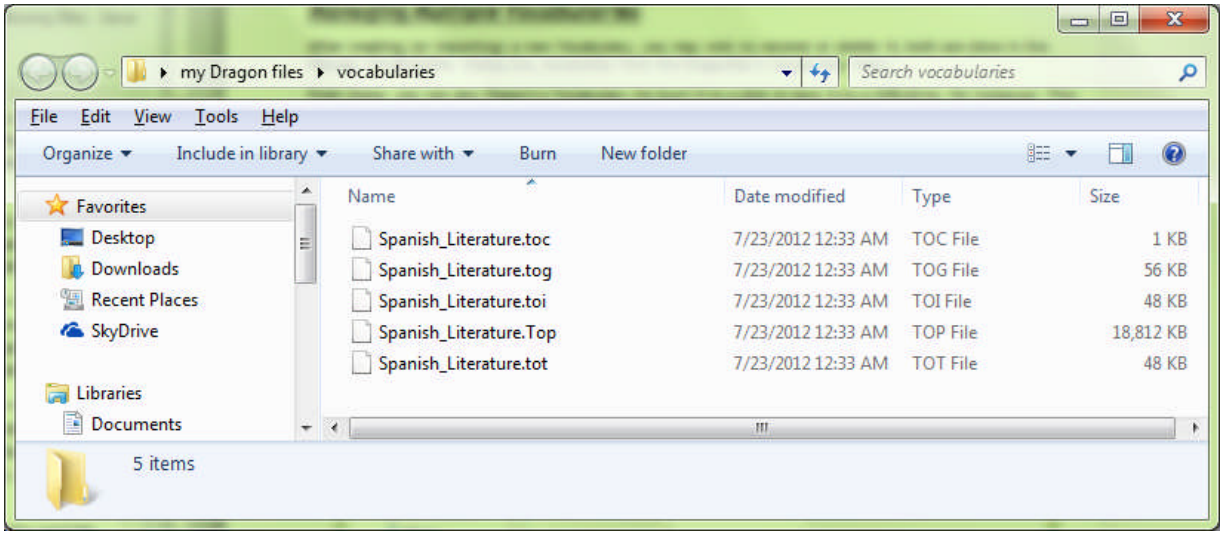


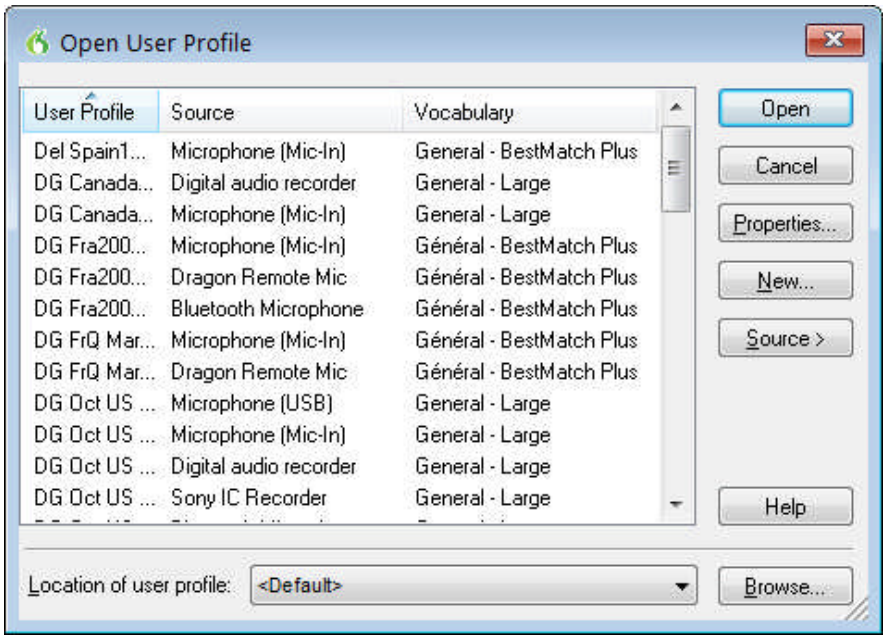
Opening a Particular Vocabulary (and Audio Source)

During your dictation session, you will be able to switch to a different Vocabulary, by saying **open recent vocabulary**, for instance.

If you have multiple Vocabularies for the same User profile, this will be reflected in the **Open User Profile** window, which will appear when you start Dragon.

The Open User Profile window also shows the different dictation source(s) that may be available for the User profile(s) present on your computer.

You can pick the line containing the Vocabulary (as well as User Profile and Source, if applicable) you wish to open.


Open User Profile
User Profile Source Vocabulary
Del Spain1... Microphone (Mic-In) General - BestMatch Plus
DG Canada... Digital audio recorder General - Large
DG Canada... Microphone (Mic-In) General - Large
DG Fra200... Microphone (Mic-In) Général - BestMatch Plus
DG Fra200... Dragon Remote Mic Général - BestMatch Plus
DG Fra200... Bluetooth Microphone Général - BestMatch Plus
DG FrQ Mar... Microphone (Mic-In) Général - BestMatch Plus
DG FrQ Mar... Dragon Remote Mic Général - BestMatch Plus
DG Oct US ... Microphone (USB) General - Large
DG Oct US ... Microphone (Mic-In) General - Large
DG Oct US ... Digital audio recorder General - Large
DG Oct US ... Sony IC Recorder General - Large
Open
Cancel
Properties...
New...
Source >
Help
Location of user profile: <Default>
Browse...

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Key points about multiple Vocabularies

- ✓ If you dictate on two or more very different topics, using different customized Vocabularies will maximize your recognition accuracy (in supported editions). Each Vocabulary can be customized using the tools in the Accuracy Center—adapting to documents you designate, for instance.
- ✓ If you have several Vocabularies, you will be prompted to choose one when you start Dragon. You can switch to a different Vocabulary later, by saying **open recent Vocabulary**, for instance.
- ✓ The Manage Vocabularies dialog lets you create, delete, open, rename, import and export Vocabularies; it opens with the command **manage Vocabularies** (or from the Vocabulary menu).

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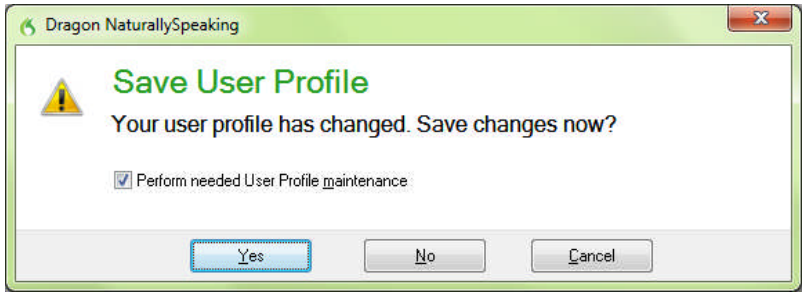
Acoustic and Language Model Optimization

Vocabulary customization and proper correction of recognition errors both help Dragon recognize your dictations more accurately. “Accuracy Tuning” is a functionality you can use to further “tune” your profile’s accuracy for *your* specific usage. It has two aspects:

- It can refine your User profile using the latest **acoustic data** archived from any corrections and acoustic training you performed.
- It can use **text from your previous dictations** to add frequent word sequences to the **Language Model** -- statistics Dragon uses to “predict” which words and spellings it should write when you dictate.

IMPORTANT: If you have recently dictated in *a very different sound environment*, such as an airplane, you should not let Dragon perform **Acoustic Optimization**.

In Dragon12, when your profile is saved (for instance, when you close Dragon or your profile), Dragon may offer to optimize the Language Model based on the text data of your recent dictations. The Save User Profile dialog box will contain a checkbox for performing “maintenance.” Note: This process takes little time. Language Model Optimization is much quicker than Acoustic Optimization because the data it processes is just text.



The Accuracy Tuning process becomes available once you have used Dragon for a while (the software builds up an archive when you perform dictations, corrections and training). A message box will let you know once Dragon has enough for its automatic optimization.*

How much of an accuracy boost you will get from Accuracy Tuning will depend on factors such as the amount and quality of the initial training and optimization (if performed during profile creation), the initial accuracy you experienced, and the amount and quality of text and audio data available for processing.

You can choose to schedule the two components, Acoustic Optimization and Language Model Optimization, to run periodically at a time and frequency of your choice. You can also launch one or both yourself, as shown below.

Launching the Acoustic and/or Language Model Optimization

Step 1: Use the DragonBar’s Audio menu (or the Accuracy Center’s link “Launch Accuracy Tuning now”).

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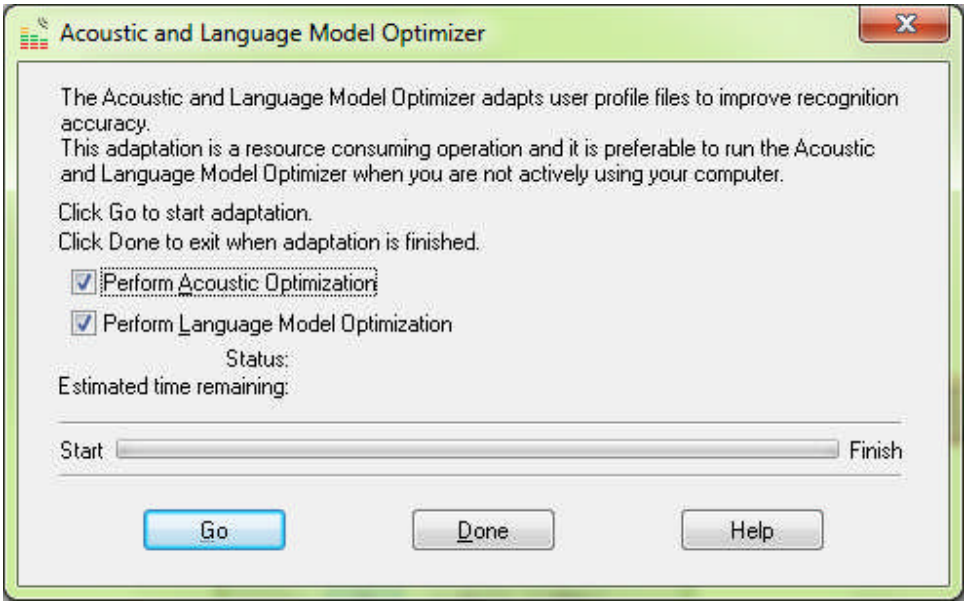

Acoustic and Language Model Optimizer
The Acoustic and Language Model Optimizer adapts user profile files to improve recognition accuracy.
This adaptation is a resource consuming operation and it is preferable to run the Acoustic and Language Model Optimizer when you are not actively using your computer.
Click Go to start adaptation.
Click Done to exit when adaptation is finished.
Perform Acoustic Optimization
Perform Language Model Optimization
Status:
Estimated time remaining:
Start
Finish
Go
Done
Help

Step 2: Check the checkbox for Acoustic Optimization and/or Language Model Optimization as desired, then click Go.

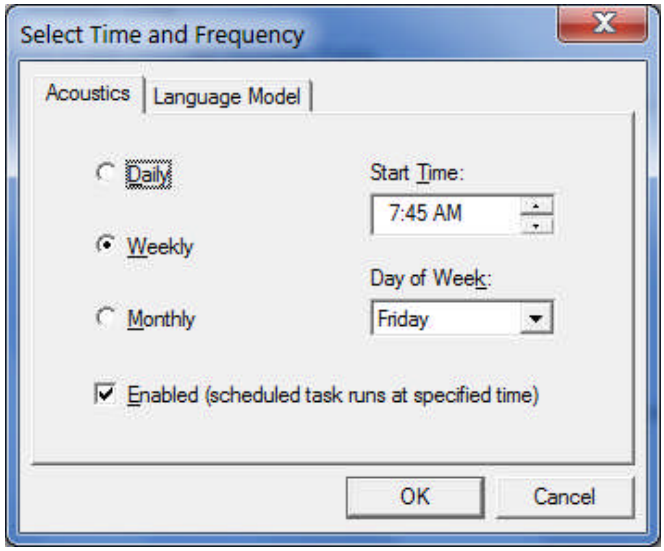
Note: Language Model optimization is typically much faster than Acoustic Optimization.

Scheduling the Optimizations and Data Collection

For convenience, Dragon lets you schedule a specific time and frequency for these optimizations. You can do this at the time you create your profile, and you can also do it later by going to the ***Administrative Settings*** dialog (available from the DragonBar's Tools menu) and using its ***Scheduled Tasks*** tab.

IMPORTANT: When you schedule a Dragon task, pick a time when **your computer will be on** (not sleeping, not hibernating), but **Dragon will not be running** (not even in its *QuickStart* mode).

The documentation contains details about how end-users and Administrators can access these optimizations and Dragon's scheduling (the latest documentation is available on the Nuance website).



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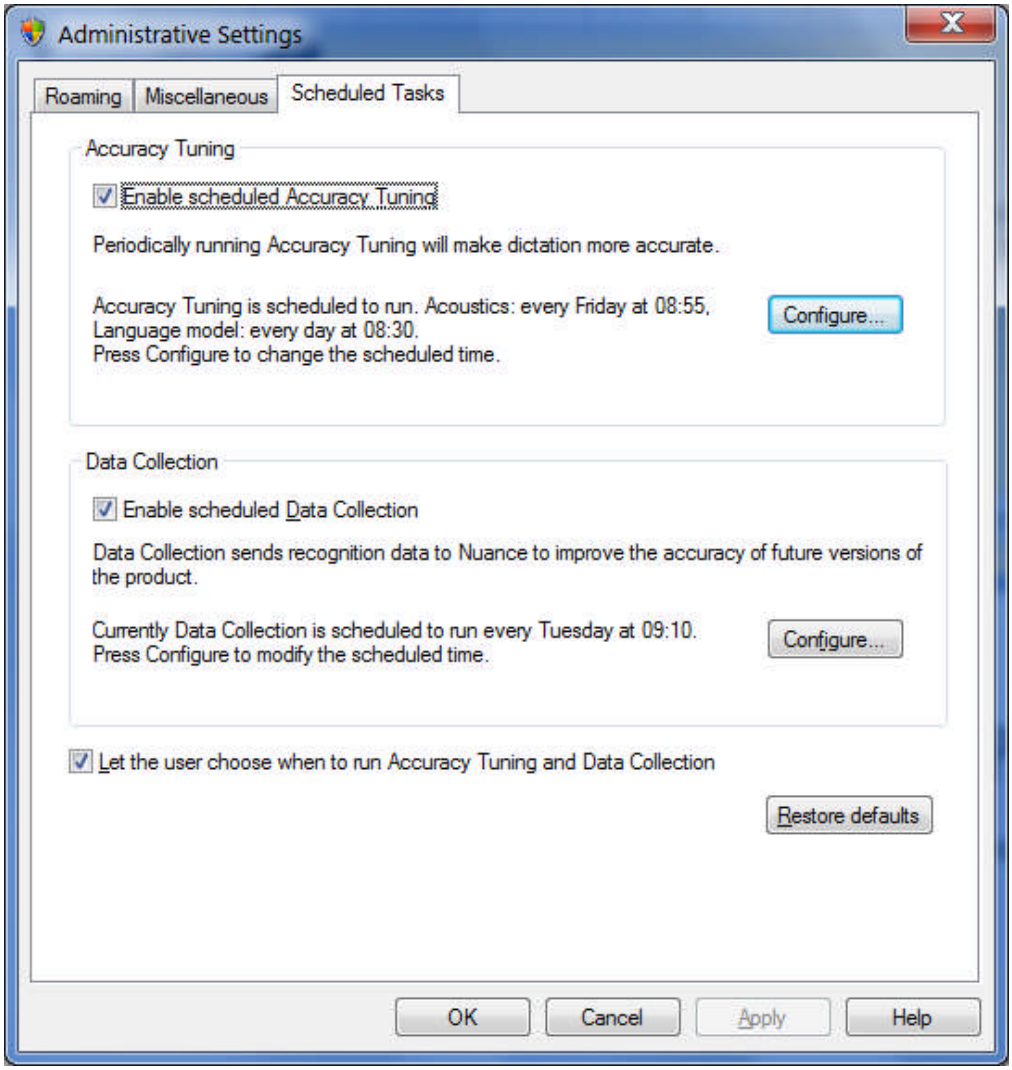
Administrative Settings
Roaming
Miscellaneous
Scheduled Tasks
Accuracy Tuning
Enable scheduled Accuracy Tuning
Periodically running Accuracy Tuning will make dictation more accurate.
Accuracy Tuning is scheduled to run. Acoustics: every Friday at 08:55,
Language model: every day at 08:30.
Press Configure to change the scheduled time.
Configure...
Data Collection
Enable scheduled Data Collection
Data Collection sends recognition data to Nuance to improve the accuracy of future versions of the product.
Currently Data Collection is scheduled to run every Tuesday at 09:10.
Press Configure to modify the scheduled time.
Configure...
Let the user choose when to run Accuracy Tuning and Data Collection
Restore defaults
OK
Cancel
Apply
Help

In addition to Accuracy Tuning, Dragon allows you to enable and schedule another periodic task: the automatic sending of anonymous data on your usage of Dragon (such as which optional settings you have, which commands you use often, how often you make corrections, which language you use, which processor is on your computer, what version and edition of Dragon you have), over the Internet. This **Data Collection** option helps Nuance's Research & Development team learn what customers around the world need, in order to improve future releases of Dragon. You can choose to disable or enable it at any time.

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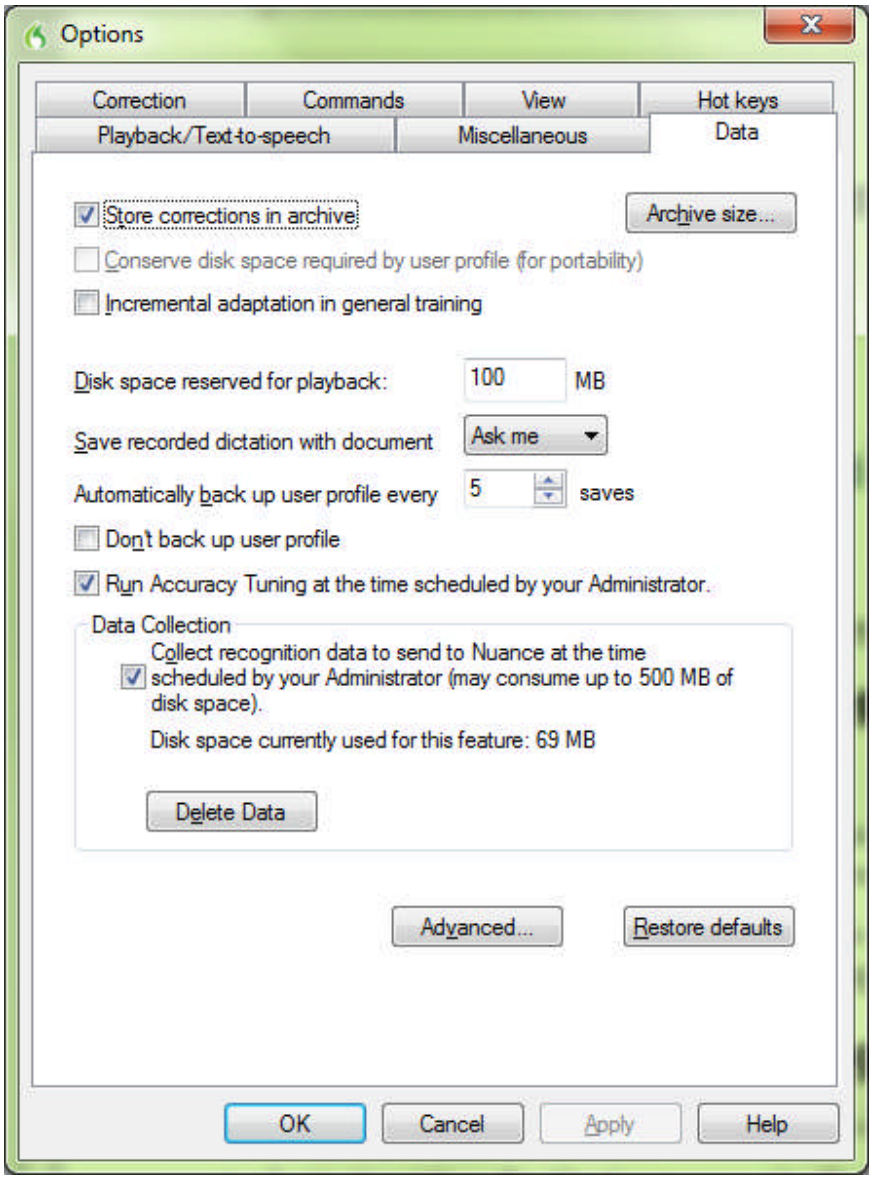
The Data tab of the Options dialog.

Note that it includes the setting for the frequency at which Dragon makes a **backup** of your profile (by default, Dragon does it every five times your profile is saved).



Key points about Optimization

- ✓ Acoustic and Language Model Optimization can automatically "tune" your profile by "reviewing" the acoustic data and/or text data it has gathered from your usage of Dragon so far.
- ✓ Optimization can be launched at any time from the DragonBar's Audio menu or the Accuracy Center. It can also be scheduled, so that Dragon performs it at a specific frequency and time. Language Model optimization is typically very fast. You can schedule it to run daily.
- ✓ When scheduling Accuracy Tuning or and Data Collection, pick a time when your computer will be on, but Dragon will not be running (this includes running in its QuickStart mode).

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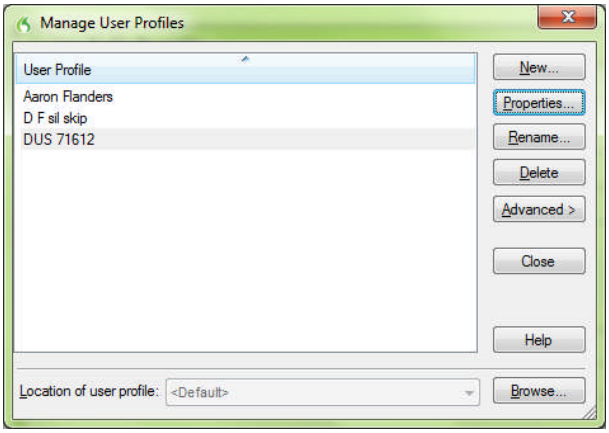
Renaming, Deleting, Copying or Transferring a User Profile

As you learned, each person who uses Dragon NaturallySpeaking creates a User profile, which the software holds in a set of files that contains, among other things, acoustic and lexical data. When you add a personalization to the Vocabulary (spoken form, alternate written form, capitalization property…), correct a recognition error, read a training text, or change an option, Dragon can save these changes in the open profile.

Although Dragon automatically creates a profile backup (by default, every five times the profile is saved), it is a good idea to keep your own record of customizations, by exporting your custom words for instance, or noting what Word Properties you have changed.

You can also copy your whole profile, for safe-keeping or to make it available on another computer. In editions Premium and above, transferring a profile is a simple two-part process accomplished through the *Manage User Profiles dialog box*.

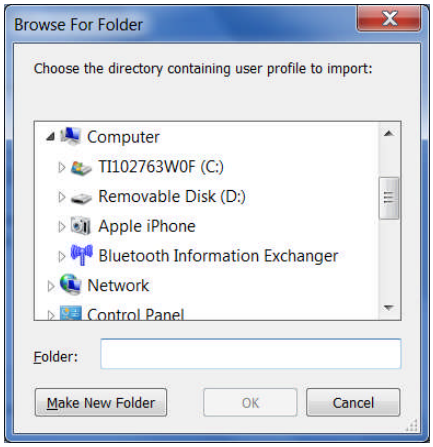


Step 1: Say **manage user profiles** (or choose Manage User Profiles in the DragonBar's Profile menu). In the Manage User Profiles dialog, select your profile, then choose **Advanced** then **Export**. (You may see a message about saving changes to the current profile.)

Step 2: A Browse dialog opens. Choose a destination (if you wish, make a new folder) then click OK.

If both computers are on a network with a shared drive, this drive is probably the easiest location. *Otherwise*, you can export your profile to a media storage device, such as a portable USB drive.

Now that your User profile is exported, it can be imported:



Step 1: From the second computer, open the **Manage User Profiles** dialog. Choose **Advanced>** then choose **Import**.

Step 2: When the Browse window opens, locate the folder containing the exported profile (this folder bears your profile's name). Once it is highlighted, click **OK**.

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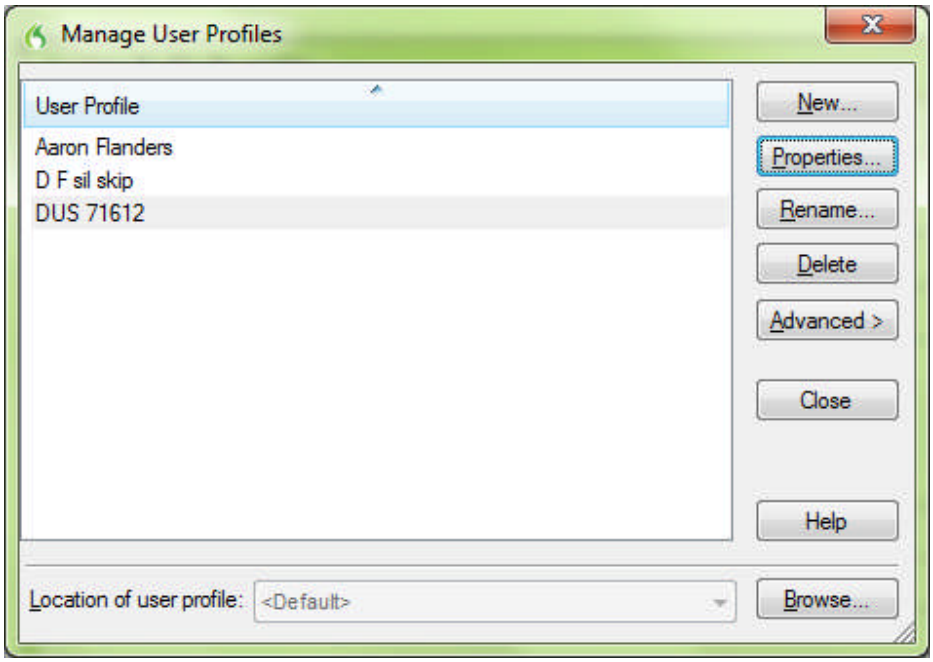
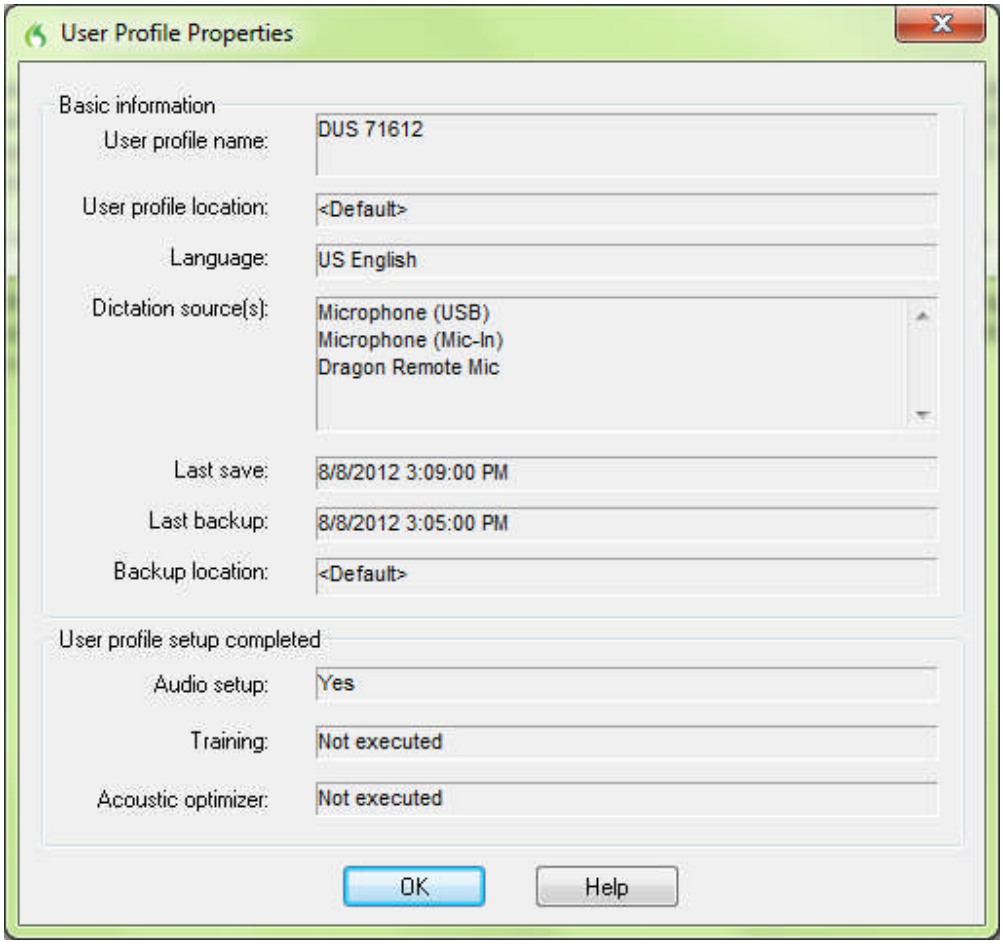
The Manage User Profile dialog box also enables you to rename or delete a profile.

Its Properties button also allows you to see a profile's Properties (such as its source(s), backup location, and date of last backup).





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Key points about exporting and copying a user profile

- ✓ In editions Premium and above, exporting and importing profiles is done through the Manage User Profiles dialog box—available through the DragonBar's Profile menu or by saying **manage user profiles**.
- ✓ You must export the profile from the original computer, then import it to the recipient computer.

The documentation contains more information about managing User profiles: deleting, renaming, backing up, restoring… See for instance topics on Dragon's **Roaming User** feature (available in Professional and higher editions), which presents administrative advantages and is particularly useful for people who frequently dictate from different PCs connected to the same network.

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Practice Exercise: Creating a Memo by Voice

Open DragonPad or another supported word processor. Using your new dictation and formatting skills, try to create the following document entirely by voice. After you have created the sample signature block shown in the sample below, replace it with your own signature information.

Take this opportunity to practice looking up keywords in the Help to find out more ways to accomplish a particular task. Remember that you can use the Sidebar and the command "**search Dragon Help for…**" and that Dragon has a "quote that" command!

August 5, 2012

AnyCorporation
Gene Hansen-Wolffe
P.O. Box 3299
Minneapolis, MN 67812-3299

Dear Gene,

I am pleased to report that "my" team has reviewed the *Western* Region Report for this quarter. As of July 29, 2012:

the total is **$875,500** [as we expected]**.**

Please let me know your projected figures for the rest of Q3.

As always, don't hesitate to contact me at the number below.

Sincerely,

Sara Petersen
Regional Sales Manager
My Company, Inc.
202-965-5000
mobile: 715-377-1925
fax: 800-968-2231
sara.petersen@mycompany.com

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What's New in Version 12.0?

Here is a list of changes and additions compared to Dragon 11.5. If you are upgrading from a previous release, please see also What's New in Dragon 11 and What's new in Dragon 11.5.

Options to require "Click":

Now saying "Click" is required for everything, by default

By default, as it does for hyperlinks, Dragon now requires you to say "Click <*menu name* >" or "Click <*tab name*>" to open menus or tabs on the Microsoft Office ribbon, or "Click <*button name or list box name*>" to select dialog box controls. For example, to open the Home tab on the ribbon, you would say "Click Home" rather than just "Home."

Now you can require "Click" for menus or controls separately

Also, the former combined Require "Click" option has been divided to give you finer control. Now you can require click for menus independently of buttons and other controls.

For example, you could set up Dragon to require that you say "Click" before menu names but not inside dialog boxes.

The Dictation Box can open automatically:

When you start to dictate in an unknown text field (a text area where Dragon doesn't have Full Text Control, such as in Microsoft PowerPoint, or Mozilla Firefox and Google Chrome in pages where the Dragon plug-in does not apply), Dragon now automatically opens the Dictation Box, to provide you Full Text Control. Once your text is ready, you use the box's Transfer button, and Dragon closes the box and inserts your content into the text field where you started.

The option to automatically open the Dictation Box can be turned on and off in the Options dialog box, Miscellaneous tab.

Note: By default, to voice-click the Transfer button, you must say "click transfer" and not just "transfer" (given that the option "Require 'click'" is enabled).

If this new option is disabled, you can open the Dictation Box when you wish, by using its hotkey or its entry in the Tools menu, or by voice commands such as "**show Dictation Box**," as in previous versions.

Smart Format Rules:

When you make a correction related to formatting, such as abbreviations, titles, units of measure, or alternate written forms, Dragon displays its Smart Format Rules box, offering to change one of its Auto-Formatting options or Word Property settings. You can then either accept one of the adjustments offered, or dismiss the box.

If you wish to, you can change settings yourself from the Auto-Formatting Options dialog box or the Vocabulary Editor, as in previous versions. The Smart Format Rules feature simply "reaches out" to you, making it quick and easy for you to adjust the settings you care about.

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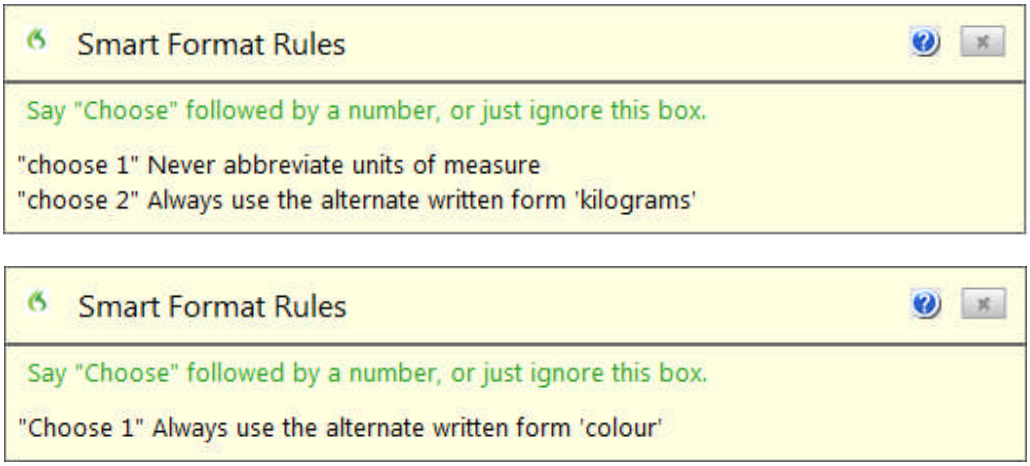
Smart Format Rules
Say "Choose" followed by a number, or just ignore this box.
"choose 1" Never abbreviate units of measure
"choose 2" Always use the alternate written form 'kilograms'
Smart Format Rules
Say "Choose" followed by a number, or just ignore this box.
"Choose 1" Always use the alternate written form 'colour'

Rich Internet Application support: enhanced experience for Gmail and Hotmail

In addition to its existing functionality for Web browsers, Dragon 12 includes browser extensions—also known as plug-ins or add-ons—for two popular Web-based applications: Gmail and Hotmail. In these two Rich Internet Applications, the Dragon extensions give you Full Text Control in text fields and enable spoken commands for important tasks (excluding sending).

In Dragon 12.0, this feature is supported for the following browsers: Microsoft Internet Explorer **9** (32-bit), Mozilla Firefox 12 or higher, and Google Chrome 16 or higher.

In the specific websites it supports, this new feature adds to the *existing capabilities in the particular Web browser*. Remember that Dragon **functionality differs significantly among browsers**. For example:

- In Firefox, you can voice-click buttons by saying, for instance, **"click Send."**
- In Chrome, you cannot select hyperlinks by name, and also there are no commands such as "refresh page" and "open new tab". For these actions, you can take advantage of global commands: **mouse-related commands** (such as "MouseGrid 3 9", "mouse click", and "move mouse upper left") and **key-pressing commands** such as "press alt a" (to go to the Address bar), "press F5" (to refresh), "press control t" (to open a new tab) and "tab five times".

Note: You may want to familiarize yourself with the *keyboard shortcuts* of Gmail and Hotmail – as well as the keyboard shortcuts of Google Chrome, if that's your preferred browser.

Shortcut command "Open Top Site for…":

The shortcut command "Open Top [Web] site…" directly opens the top-ranked page for the keywords you include when you dictate the command. You can say this command at any time, whether or not a Web browser is currently open. This is a convenient way to quickly open the website of a company or institution.

Enhanced Performance Assistant:

The Performance Assistant, a Help tool you can use to find ways to boost Dragon's speed, is now linked from the Accuracy Center and includes suggestions for turning off functionality you may not need or want, such as the following:

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Disable command functionality:

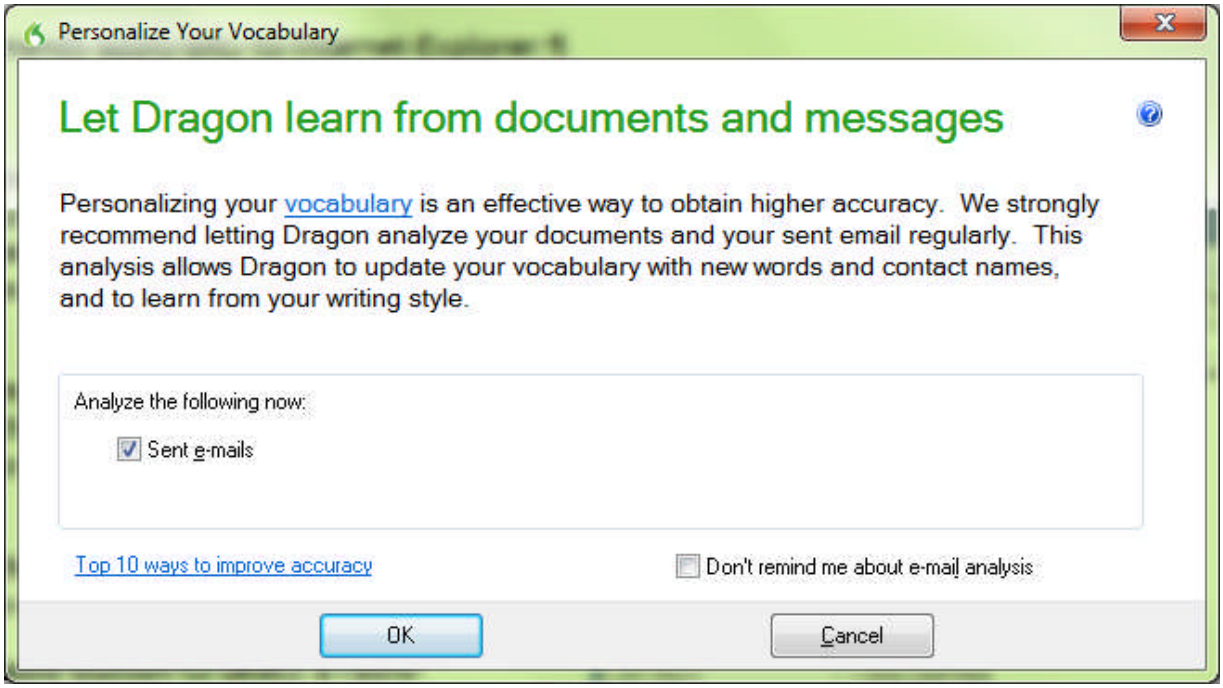
Dragon has many powerful command capabilities which you can choose to turn off if and when you don't need them. (This can be particularly helpful for beginners or anyone who sometimes wishes to focus on producing text.) Turning off these options can help avoid unintended actions, such as clicking a button in your email program.

- To turn off the ability to open Start menu and Desktop items even when they are not visible: go to Tools > Options > Commands.
- To turn off the ability to "voice-click" interface controls in one or more programs: go to Tools > Options > Miscellaneous and see the checkbox and drop-down list "Voice-enable menus, buttons and other controls, excluding:".

Option for multiple text matches:
Dragon's multiple text matching feature enables you to apply changes to multiple instances of matching text in your documents. Dragon now includes an option to turn the feature off as required.

Text-analysis reminders: have Dragon analyze sent emails and specific documents

Dragon can now help you remember to take advantage of an efficient way to make your profile more accurate: a new reminder window prompts you to have Dragon adapt your profile's vocabulary based documents of your choice and on your sent e-mail messages. This analysis is very important, in addition to adding phrases and spoken forms to the vocabulary.


Personalize Your Vocabulary
Let Dragon learn from documents and messages
Personalizing your vocabulary is an effective way to obtain higher accuracy. We strongly recommend letting Dragon analyze your documents and your sent email regularly. This analysis allows Dragon to update your vocabulary with new words and contact names, and to learn from your writing style.
Analyze the following now:
Sent e-mails
Top 10 ways to improve accuracy
Don't remind me about e-mail analysis
OK
Cancel

Also, the two features you'll be using to make these improvements – the former Increase Accuracy From E-Mail and Add Words From Documents tools – are renamed "Learn From Sent E-mails" and "Learn From Specific Documents."

Optimizing the Language model: a quick way to refine your profile from your previous dictations

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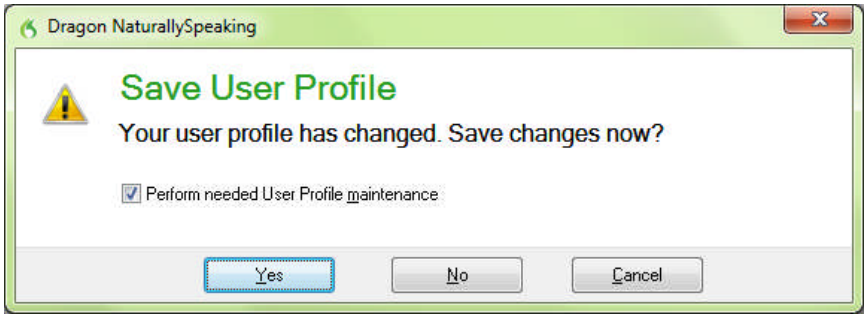
When you save your user profile, Dragon may offer to optimize the Language Model based on the text data of your recent dictations. The Save User Profile dialog box will contain a checkbox for performing “maintenance.” This process takes little time.

Note: Language Model Optimization is much quicker than Acoustic Optimization because the data it processes is just text.



State-of-the-art speech model for powerful PCs:
If yours is a powerful PC with two or more processors, Dragon automatically selects the BestMatch V, its latest and greatest speech model, when you create your user profile.

The Interactive Tutorial:
Dragon now features an interactive tutorial, which provides short, progressive simulations so that you can practice dictation, correction, spelling, and editing efficiently. Content includes the “press” and “go back” commands as well as the Smart Format Rules feature. The interactive tutorial is automatically presented at the end of profile creation. You can also access it at any time from the DragonBar’s Help menu. (To do this by voice, say "Switch to DragonBar," then "Help," then "Interactive Tutorial.")

Note: To provide an optimal environment for beginners, some of Dragon’s usual capabilities are disabled in the interactive tutorial. For instance, you can only speak the current prompt, and you cannot use your voice to click anything.

Richer Help menu:

The DragonBar’s Help menu provides access to many Help tools, including the Accuracy Center, the Performance Assistant, Dragon's Help, the Tip of the Day, the Sidebar, the regular Tutorial and the Interactive Tutorial. You'll also find Web links for software updates, the main Dragon page on the Web, Technical Support pages, and product registration.

The Help menu also includes a link for printable User Documentation on the Nuance website.

Note: At any time, you can access the Help at any time by saying "Give me help."

Also, at any time, you can also say "Search the help for <*xyz*>" to directly open the Help window and launch a search for a word or phrase of your choice. For example: “Search Dragon Help for open quote dictation box close quote”.

Sidebar font size:

Now you can change the size of text in Dragon's Sidebar – make the text smaller if you want to make the Sidebar thinner and prevent the text for the commands from wrapping, or you can make the text larger to reduce eye strain.

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Tip of the Day:

The Tip of the Day (which displays by default when you open a Dragon profile and is available from the Help menu) contains many new tips. Also, its redesigned window adds a Back button so that you can browse through the tips in either direction. Note that until you use the Next button, Dragon will present the same tip each time the window opens.

DragonBar minimized in the System Tray:

If you like to keep the DragonBar minimized as a Tray Icon only, now you can display its content by voice command as well by right-clicking the icon. Just say "Open Dragon's tray menu."

"List all windows" and "List windows for Dragon":

Dragon's command to open a numbered list of open windows now includes Dragon windows (Dictation Box, Vocabulary Editor, Command Browser, and others). And if you want to see just the Dragon windows, you can say "List windows for Dragon," like you can say "List windows for Internet Explorer."

Faster restoring of user profiles:
If Dragon was unable to open your profile, it presents the Launch Restore window, where you can choose from available backups.

Note: Dragon offers many ways to refine your profile. The more refined your profile, the more you can reap Dragon's time-savings and convenience benefits. Your profile is important. As for all important data, it's a good idea to make a backup of your profile regularly and copy it to a location outside of your usual computer

New Text-To-Speech voice:

Dragon now provides more natural Text-To-Speech voices. (To try it, you can select some text in an editable document and say "Read That.")

Wireless dictation with smartphones and related devices:
The Dragon Remote Microphone app released with Dragon 11.5 for iPhone and other iOS devices is now available for Android. Once the app is installed on the Android device, you can set up your device with Dragon and use it as a wireless microphone over Wi-Fi. (When Dragon presents its list of available audio sources, choose "Dragon Remote Microphone application.")

Note: If you have edition Premium or higher, you can add a source to an existing user profile. Otherwise, you must create a profile for each type of audio source you wish to use (Mic-In, USB, or Dragon Remote Microphone application).

Setting up a smart device is faster with a barcode

When you set up an Android or iOS smart device for use as a wireless microphone, Dragon offers a barcode, so you can just point your device's camera at the computer screen to capture the information that the Dragon Remote Microphone Application needs.

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(Premium and above only) Enhanced Bluetooth wireless support:

In this release you can gain accuracy if you have a certified wideband Bluetooth microphone (with USB dongle), such as the 16 kHz Plantronics Calisto II BT-300. You must plug the microphone's dongle into your PC before you open Dragon. Then, Dragon's source list will include "Enhanced Bluetooth."

Note: If you are upgrading a user profile for use with a 16 kHz Bluetooth microphone, you must add the microphone to the profile as a new audio source.

(Professional and above only) Exporting custom words with their properties:
When you export your custom words (for safe-keeping or for use in other user profiles), you can choose XML as the output format instead of txt, so that Word Properties (such as special spacing or spelling) will be included.

Note: Exported word lists do not include trained pronunciations.

(Professional and above only) AutoTranscribe Folder Agent enhancements:
The AutoTranscribe Folder Agent, which automatically schedules transcriptions of recordings found in a particular folder into text files, formerly offered only .TXT as an output format. Now output is available in .DOC and .RTF formats.

Administrators can also now set up automatic e-mail notification from the command line when a transcription job completes, as explained in the Dragon NaturallySpeaking Administrator's Guide.

(Professional and above only) Auto-saving cumulative usage history:
Dragon Administrators can now turn on the automatic creation of recognition log files, a convenient way to quickly obtain rich objective information about how end-users are using Dragon (commands, applications, audio sources, etc.). This data can help provide targeted advice to end-users about how to get the most out of Dragon. Recognition log files can also help Enterprises in gathering data for return-on-investment assessments.

Note: there is no graphical user interface for this feature (it is not accessible from any DragonBar menu.) See the Administrator Guide for details.

Uninstallation

At the end of uninstallation, a message invites you to write feedback to Nuance, if desired. Also, a message may appear asking whether you want to remove the version of Adobe Flash Player which Dragon 12 installed. (If so, choose Yes.)

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What's New in Version 11.5?

If upgrading from a version prior to Dragon 11, please also see What's New in Dragon 11, below.

Reminder: The **Feature Matrix**, available on the Nuance website, lists the feature differences between the editions of Dragon NaturallySpeaking.

Improved User Profile Upgrade wizard: The wizard makes it easier to see how many profiles will be updated. Important: To avoid making customers wait too long for their profile upgrade to complete, Dragon processes only the most recent 30 minutes of acoustic data. (All corrections and new words trained in upgraded profiles are migrated.) Nuance recommends that you **run Accuracy Tuning as soon as possible after the upgrade**; this will ensure that the maximum amount of acoustic data is migrated to your upgraded profile, thereby providing the best possible accuracy.

Using an iPhone or related device as a wireless microphone: Most people use Dragon by speaking directly to their computers using the microphone included with their Dragon software purchase. But some dislike being tethered to the PC. With the introduction of the free Dragon Remote Microphone application, available in the iTunes app store, you can use your iPhone or related device as a wireless microphone: as you dictate text or speak commands, the device transfers the audio data through a Wi-Fi connection to Dragon on your computer. The Dragon Remote Mic app initially supports iPhones™, iPads™ and the iPod Touch™ 4 as wireless microphones running iOS 4.2, or later.

Improved interface for setting up a recorder source and transcribing audio files: The wizards make it easier to properly set up a recorder as audio source and to transcribe recordings (including choosing where the text will be transcribed). You can use a digital recorder, smartphone, or related device to record your dictation for transfer to Dragon on your computer. Expanded Help and Tutorial links are also provided.

Improved Dragon Sidebar: You can now shrink the Sidebar's width to free up more of your screen. Dragon remembers your width setting the next time you open it. Also, the Sidebar now provides new information when you work in WordPad, the Vocabulary Editor, the Command Browser, or the Spelling window. Note: At the bottom of the Sidebar are links to the Dragon Tutorial, in English editions of Dragon.

"Undo all" for multiple text matches: Dragon 11 introduced the ability to apply commands such as "bold <xyz>" and "capitalize <xyz>" to all visible instances of <xyz> in your text, thanks to the command "choose all." Saying "undo that" undoes the change for just the last instance of <xyz>. Dragon 11.5 introduces the "**undo all**" command to undo the change to all instances.

New commands for quotation marks and brackets: To speed up your editing, you can say "Quote That" or "Bracket That" (or "Quote Selection" or "Bracket Selection") and Dragon will enclose in quotation marks or brackets what you selected, or last dictated. (Note: In UK English, "Bracket That" inserts the round characters called parentheses in the US.) Also, you can say "Empty Quotes," or "Empty Brackets" to have Dragon insert a pair of quotation marks or brackets so you can dictate something within them.

Commands to quickly post to Facebook or Twitter: Just select something you dictated or some text *in an editable document* and say "Post that to Facebook," "Post that to Twitter," or "Tweet that." You can also post something new that you dictate, by using the following commands: "Post to Facebook <xyz>," "Post to Twitter <xyz>," or "Tweet <xyz>," where <xyz> represents words you dictate along with the command. For example, "Post to Facebook thank you to all who came out to support us today" or "Tweet anyone know a great dentist in Burlington Vermont?" Dragon then brings up a dialog box where you can complete or modify your text before it is posted.

Improved usability of the Spelling window: The Spelling window is revised to allow horizontal resizing, to remember your last setting, and for improved readability.

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Link to Support: The DragonBar's Help menu now includes a direct link to the Web page for Nuance Customer Service and Support.

Updated application support:

Internet Explorer 9 commands are added for using the One Box (which combines Web address entry and the search box) and for pinning shortcuts to Web pages to the Windows Start menu.

After Dragon 11 introduced support for OpenOffice.org Writer 3.1 and 3.2, Dragon 11.5 extends that support to 3.3.

Earlier versions of Dragon introduced support for Windows Live Mail 2009. Dragon 11.5 extends that support to Windows Live Mail 2011 and provides improved online Help.

Improved control of where you can save a Roaming User Profile: Now anyone with administrator privileges can set the "Prompt before saving to network location" option in the Administrative Settings dialog, so that users can choose where to save their profiles. With this option enabled, when you close Dragon or shut down or log off your computer, a dialog box appears letting you choose whether to save your profile locally or to a master network location. If you are on a slow network, you can save your profile locally to save time. When you're ready later, save it to the master location to make any updates available at other network locations.

What's New in Version 11.0?

Ellipsis (dot dot dot) triggers capitalization of the following word

You can modify this default through the Vocabulary Editor's Properties button. If your usage of ellipsis is mostly for the end of sentences (as opposed to within a sentence), you can keep this default; to handle the cases when you do NOT want the ellipsis to trigger capitalization, you can say "no caps" right after the ellipsis.

Spoken forms do not allow punctuation

See examples in the Vocabulary Editor and the workbook.

Dictation commands (such as "cap" and "caps on") are now lowercase

This can matter for users who create or modify custom commands that refer to dictation commands, in HeardWord statements for instance. The Dictation Commands can be seen at the top of the Vocabulary Editor's list.

The DragonBar menus and icons, including the former "Select-and-Say"

The DragonBar is designed to help you discover and quickly access important tools. In addition, it keeps important status indicators close together: microphone status, the Text Control indicator, the Recognition Mode indicator, and messages from Dragon.

Full Text Control (formerly called "Select-and-Say"): The Text Control Indicator shows you the level of dictation support you can expect for the text field where you currently have your cursor. In Microsoft Word or DragonPad, for instance, Dragon has Full Text Control so the DragonBar shows a green checkmark (previous versions used a green ball). By contrast, where Dragon has only Basic Text Control, such as in PowerPoint and Firefox, the checkmark is gray (previous versions used a gray ball).

The DragonBar now includes an icon indicating whether Dragon is in Normal, Dictation, Command, Numbers, or Spell Mode.

The menus are restructured provide easier access to important features. The former NaturallySpeaking menu is now called Profile; it contains only items related to your profile, including Backup and Restore. The Words menu is now Vocabulary and only includes Vocabulary-related features. The Accuracy Center has moved to the Help menu, under "Improve My Accuracy."

Dragon 11 menu name	Pre-11 menu name
Profile	NaturallySpeaking
Tools	Tools
Vocabulary	Words

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Modes	Words
Audio	Sound
Help (includes Accuracy Center)	Help

Note: To access the DragonBar menus by voice, say "**Switch to DragonBar**" then the menu name. Once a menu is open, you can open any of its items by saying its name.

Dragon's control menu, accessible by clicking the Dragon logo to the left of the microphone icon, provides clearer choices (Docked to Bottom, Floating…) and direct access to the Dragon Options. The former "Close" choice is now labeled "Exit Dragon."

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New Results Display, and the former Results Box

When dictating, there's no need to wait for Dragon to "catch up" with you — dictating in long phrases allows Dragon to transcribe more accurately than dictating slowly and with numerous hesitations. As you speak, Dragon 11 indicates that it is processing by displaying a small Dragon logo at your insertion point, and when you pause, your dictated words appear in your document. Our research shows that this enables many users to dictate better, without being distracted by seeing the preliminary results accumulating in the Results Box, as in previous versions. The traditional Results Box is still available from the View tab of the Options dialog box.

New Sidebar displays commands and tips

An enhancement of the former Sample Commands window, the Dragon Sidebar provides important commands and tips at any time. You can dock it on the left or right side of the screen, set it to auto-hide, or set it to "float" like other windows, place it anywhere, and more. The Sidebar's top pane contains commands, including a tab for mouse commands, and the lower pane contains tips. By right-clicking the Sidebar, you can display a menu to print the content, hide the Mouse tab or Tips pane, or switch to another monitor. The Sidebar's content depends on which application currently has focus.

More informative Accuracy Center, with links to Dragon Options and Auto-Formatting Options.

Redesigned Help and Tutorial

You can now launch a search in Dragon's Help at any time by saying "**Search Dragon Help for <*words*>**" (<*words*> represents your search string). Dragon opens its Help window and displays your search results.

Correct or format multiple instances of text

Now when you tell Dragon to select, correct, or format text, if there are multiple instances of the text, Dragon displays a number next to each instance. You can then choose to apply the command to one or all.

Improved switching between programs and windows

When you need to switch between windows, you can ask Dragon to display a numbered list so you can indicate your choice without needing to know the exact name of the program or document. To display a list of open windows, you can say "**List windows**." To show a list of open windows for just one program, you can say "**List windows for Microsoft Word**."

"Require "Click"" avoids unintentional actions on HTML pages

The "Require Click" option is on by default for hyperlinks in Dragon 11. You must say "Click" before saying the name of a hyperlink, or part of the name. For example, on a Web page with a link for "Directions to our office," you could say "Click our office."

Scrolling commands in Internet Explorer, Mozilla Firefox, and Microsoft Word

New commands in the Spelling window (formerly called the **Spell dialog box):** "**Modify <*1-9* >**" and "**Edit <*1-9* >**" work like the existing command "Select <*1-9*>" in this window. You can use them to designate an almost-correct choice so you can modify it.

Display search text before performing searches

In Dragon 10, the Web search commands executed the search automatically. In Dragon 11, you can edit the search string before it is sent to your browser. The new Edit Search Keywords dialog box provides the option to correct, revise, or augment what you said in your command. The option is on by default.

Direct searches for more Web sites: "Search <*site*> for <*word(s)*>" includes Facebook, Twitter, Bing, MySpace, and IRS.gov.

Administrative Settings always available

Dragon now keeps the Administrative Settings available from the DragonBar's Tools menu, even when you have a User Profile open. The Administrative Settings dialog box contains important items, such as scheduling automatic Accuracy Tuning and choosing a custom backup location – plus, in Windows XP, the disabling of *ctfmon.exe*, a program which can interfere with Dragon.

Command Browser interface

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Dragon 11 includes enhancements to the Command Browser that make it faster to use filter the display of commands by keywords. Also, to shorten the list of commands displayed for specific contexts, Global Commands are omitted by default. You can easily include them in the list by selecting the check box for "Include Global" on the Command Browser toolbar.

Improved recognition when multiple processors are available

Dragon now automatically detects computers with multiple processors and at least 2 GB of RAM, improving recognition by working with this hardware. See Advanced - Choose Models for details about Advanced settings.

Don't Recognize That Word

Dragon now enables you, right from the Correction Menu, to prevent certain words from being recognized. For example, if you dictate the name "Cassity" often and Dragon always hears "Cassidy," you can use Don't Recognize That Word on Cassidy.

Audio-quality alerts

Many misrecognitions are actually caused by poor audio input. To ensure that it receives the highest quality audio, Dragon 11 detects drops in audio quality and reminds you of typical causes, including microphone placement, excessive background noise, or if your Bluetooth microphone battery is low. Dragon alerts you in various ways, depending on the severity of the problem.

Improved command and control

It's faster and easier to perform tasks such as opening applications and switching to a particular window, and Dragon 11 contains commands for Windows itself, such as showing the Desktop, Control Panel, or folders such as My Documents and My Pictures. See Windows Desktop commands for details.

Support for Microsoft Office 2010 (32-bit and 64-bit): includes Full Text Control and Natural Language Commands. See Using the Microsoft Office ribbon for details.

Reduced memory usage during acoustic optimization: Dragon 11 uses significantly less memory than previous versions during optimization. Running the Acoustic Optimizer regularly is important for improving your User Profile's accuracy over time, and it is easier to do in Dragon 11.

Full Text Control **support for OpenOffice.org Writer:** you can use, at any time, commands like "correct <xyz>" and "insert after <xyz>."

Easier names for popular programs: Dragon 11 recognizes shorter names for popular Windows programs. For example, now you can say "Open Microsoft Word" rather than "Open Microsoft Office Word 2007."

Shift Ctrl mouse click voice commands: Dragon provides new voice commands for pressing the Shift and Ctrl keys by voice in conjunction with right or left clicking the mouse. These options provide greater flexibility with certain Windows programs.

More file formats for use with digital recorders

Playback options added to the Text-to-Speech Options: control playback/rewind/fast forward speed (in %) and volume (in %).

Recognition History shows commands and timestamps: The Recognition History window, which displays the utterances from the current session, now shows which utterances were recognized as commands, and provides a timestamp for all utterances. It also lets you save the recognition history in text files, which may be useful if you need to contact Support.

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